



No. 22.00.0000.052.25.003.22(1).273


Date: 16.05.2023

To: Chief Accounts and Finance Officer
Ministry of Environment, Forest and Climate Change
Segun Bagicha, Dhaka

The undersigned is directed to convey the approval of Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following officer for attending the "Global NDC Conference 2023" to be held in **Berlin, Germany** from **31.05.2023** to **02.06.2023** under the terms and conditions described in paragraph-2.

SI No.	Name	Designation	Place of Posting
i.	Shahanaj Rahman	Deputy Director (Air Quality Management)	Department of Environment, Headquarters, Dhaka.

2. Terms and conditions:
 - i. The Officer will start her journey for **Germany** on a convenient date near 31 May 2023;
 - ii. The period of this conference and the time spent for travel and transit will be treated as on duty;
 - iii. She will draw her pay and allowances in local currency; **there will be no financial involvement of Bangladesh Government;**
 - iv. Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) will bear all expenses of the aforesaid conference;
 - v. She will not be allowed to stay abroad more than the approved period;
 - vi. She shall return to her respective workplace immediately after returning from the conference; and
 - vii. She will have to submit a report on the conference to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the conference;
3. This order is issued with the approval of the competent authority.


16.05.2023
(Jesmin Nahar)

Senior Assistant Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

Copy for kind information and necessary action (Not in order of seniority):

External

01. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. H.E. Ambassador, Embassy of Bangladesh in Berlin, Germany.
03. H.E. Ambassador, Embassy of the Federal Republic of Germany in Dhaka, Bangladesh.
04. Director General, Department of Environment, Dhaka.
05. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
06. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
07. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

Internal

01. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
02. Private Secretary to the Hon'ble Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
03. Private Secretary to the Hon'ble Deputy Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
04. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
05. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with request to upload the GO on the website).

Personal

01. Ms. Shahanaj Rahman, Deputy Director (Air Quality Management), Department of Environment, Headquarters.



16.05.2023

(Jesmin Nahar)

Senior Assistant Secretary