



No. 22.00.0000.052.25.003.22(1).253

Date: 03.05.2023

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


The undersigned is directed to convey the Government's approval to the following officer for attending the "Strengthening Effective Implementation and Enforcement of the Montreal Protocol and the 45th Meeting of the Open-Ended Working Group of the Parties to the Montreal Protocol" to be held at **Bangkok, Thailand** from 02.07.2023 to 07.07.2023 under the terms and conditions described in paragraph-2.

SI No.	Name	Designation	Place of Posting
i.	Mohammad Abdul Wadud Chowdhury	Deputy Secretary	Ministry of Environment, Forest & Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for **Thailand** on a convenient date near to 02 July 2023;
- ii. The period of this meeting and the time spent for travel and transit will be treated as on duty;
- iii. He will draw his pay and allowances in local currency; **There will be no financial involvement of Bangladesh Government;**
- iv. United Nations Environment Program will bear all expenses of the aforesaid meeting;
- v. He will not be allowed to stay abroad more than the approved period (excluding travel time);
- vi. He shall return to his respective workplace immediately after returning from the meeting; and
- vii. He will have to submit a report on the meeting to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within five days after his return from the meeting;

3. This order is issued with the approval of the competent authority.


03.05.2023
(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. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
04. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
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. Mr. Mohammad Abdul Wadud Chowdhury, Deputy Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.


03.05.2023
(Jesmin Nahar)
Senior Assistant Secretary