



No. 22.00.0000.052.25.001.21.679

Date: 15.11.2023

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 the Ministry of Environment, Forest & Climate Change, Government of the People's Republic of Bangladesh, in favor of the following officer attending 'Joint Network Meeting of SA and SEA National Ozone Officers', scheduled to be held in **Thailand** from **November 22th to 24th, 2023**, under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Mr. Md. Mahiuddin Manik	Deputy Director	Department of Environment, Dhaka

2. Terms and conditions:

- i. The Officer will start his journey for **Thailand** on a convenient date near 22 November 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. UNEP, OzoneAction/Compliance Assistance Programme (CAP) in Asia and the Pacific Office will bear all expenses of the aforesaid meeting;
- v. He will not be allowed to stay abroad more than the approved period;
- 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 seven days after his return from the event;

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

W S
15/11/2023

(Israt Shadmin)

Deputy 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 of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
03. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
04. Director General, Department of Environment, Agargaon, 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. Mr. Md. Mahiuddin Manik, Deputy Director, Department of Environment, Dhaka.

Wt S.
15/11/2023
(Israt Shadmin)
Deputy Secretary