



No. 22.00.0000.052.25.003.22(1).166

Date: 16.03.2023

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 Government of the People's Republic of Bangladesh in favour of the following Officer for attending the "4th UN South Asia Forum on Business and Human Rights" to be held at **Kathmandu, Nepal** from 20.03.2023 to 22.03.2023 under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
01	Ms. <b>Shamima Begum</b>	Joint Secretary	Ministry of Environment, Forest and Climate Change, Bangladesh

2. Terms and conditions:

- i. The Officer will start her journey for **Nepal** on a convenient date near 20 March 2023;
- ii. The period of this forum 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. UNDP will bear all expenses of the aforesaid forum;
- v. She will not be allowed to stay abroad more than the approved period (except travel time);
- vi. She shall return to her respective workplace immediately after returning from the forum; and
- vii. She will have to submit reports on the forum to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her returning from the forum.

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

  
16.03.2023  
(Jesmin Nahar)

Senior Assistant Secretary  
Phone: 02-55100257  
Email: [admin2@moef.gov.bd](mailto: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 Nepal, Embassy of Bangladesh in Nepal.
04. H.E. Ambassador of Nepal to Bangladesh, Embassy of Nepal 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. Ms. Shamima Begum, Joint Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh.

  
16.03.2023  
(Jesmin Nahar)

Senior Assistant Secretary