



No. 22.00.0000.052.25.003.24.172

Date: 07 March 2024

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, for the following officers to attend a training workshop titled 'Transitioning to the ETF and Tracking of Progress in Implementing and Achieving NDCs', scheduled to be held from **12 to 15 March 2024**, in **Singapore**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Ms. Israt Shadmin	Deputy Secretary	Ministry of Environment, Forest & Climate Change, Dhaka
ii.	Mr. Md. Mahmud Hossain	Deputy Director	Department of Environment, Headquarters, Dhaka.

2. Terms and conditions:

- i. The Officers will start their journey for **Singapore** around 12 March 2024;
- ii. The period of this training workshop and the time spent for travel and transit will be treated as on duty;
- iii. They will draw their pay and allowances in local currency;
- iv. The UNFCCC Secretariat will bear all expenses for participation in the aforementioned training workshop, **there will be no financial involvement of Bangladesh Government;**
- v. They will not be allowed to stay abroad more than the approved duration of their stay;
- vi. They shall return to their respective workplace immediately upon returning from the training workshop and
- vii. They will have to submit reports on the training workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after their return from the event.

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

  
07.03.2024  
(Jesmin Nahar)

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

No. 22.00.0000.052.25.003.24.172/1(13)

Date: 07.03.2024

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

**External**

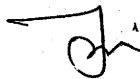
01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. High Commissioner of Bangladesh in Singapore, High Commission for the People's Republic of Bangladesh in Singapore.
04. Head of Mission, High Commission of the Republic of Singapore in Dhaka, Bangladesh.
05. Director General, Department of Environment, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
07. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. 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 Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
04. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with request to upload the GO on the website**).

**Personal**

01. Ms. Israt Shadmin, Deputy Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
02. Mr. Md. Mahmud Hossain, Deputy Director (Climate Change), Department of Environment, Headquarters, Agargaon, Dhaka.

  
07-03-2024  
(Jesmin Nahar)  
Deputy Secretary