



No. 22.00.0000.052.25.001.21.727

Date: 10 December 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 and Climate Change, Government of the People's Republic of Bangladesh, in favor of the following Officer attending the 'Wise Use of Wetlands in South Asia through Regional Collaboration and Exchange' scheduled from **December 13th to 15th, 2023**, in **Pokhara, Nepal**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
1.	Mr. Imran Ahmed	Conservator of Forests (CC)	Wildlife & Nature Conservation Circle, Bana Bhaban, Agargaon, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for **Nepal** on a convenient date near 13 December 2023;
- ii. The period of this roundtable 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;
- iv. International Centre for Integrated Mountain Development (ICIMOD) & Wetlands International South Asia (WISA) will bear all expenses of the aforesaid meeting, **there will be no financial involvement of Bangladesh Government;**
- 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 reports 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.

Wt 8
10/12/2023

(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 Nepal, Embassy of Bangladesh in Nepal.
03. H.E. Ambassador of Nepal to Bangladesh, Embassy of Nepal in Bangladesh.
04. Chief Conservator of Forests (CC), Forest Department, Dhaka.
05. Director General, Department of Immigration and Passports, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
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 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. Imran Ahmed, Conservator of Forests (CC), Wildlife & Nature Conservation Circle, Bana Bhaban, Agargaon, Dhaka.

IS
10/12/2023
(Israt Shadmin)
Deputy Secretary