



No. 22.00.0000.052.25.001.21.392

Date: 01.08.2023

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 a meeting and a conference titled 'Writing Workshop on National Adaptation Plans (NAPs),' to be held in Kathmandu, Nepal from 11 to 14 September 2023, under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Md. Kamrul Islam	Senior Assistant Secretary	Ministry of Environment, Forest & Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for **Nepal** on a convenient date near 11 September 2023;
- ii. The period of this workshop 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. UNFCCC Secretariat will bear all expenses of the aforesaid workshop;
- v. He will not be allowed to stay abroad more than the approved period and
- vi. He will have to submit a report on the workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the workshop;

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


01.08.2023
(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 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. Mr. Md. Kamrul Islam, Senior Assistant Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.


01.08.2023
(Jesmin Nahar)
Senior Assistant Secretary