

Government of the People's Republic of Bangladesh
Ministry of Environment, Forest & Climate Change, Dhaka.
Admin-2 Section
www.moef.gov.bd

No. 22.00.0000.052.25.004.18-374

Dated: 15.10.2019

From : Md. A. Razzaque Sarker
Deputy Secretary
Ministry of Environment, Forest & Climate Change, Dhaka.

To : Chief Accounts Officer
Ministry of Environment, Forest & Climate Change.
Segun Baghicha, Dhaka, Bangladesh

Sub : Government Order for participation in the 'Expert Group Meeting (EGM) on the Clearing House (CH) of the Global Forest Financing Facilitation Network (GFFFN), and the Expert Group Meeting on the Quadrennial Programme of work for 2021-2024 (4PoW)' to be held from 12-15 November, 2019 in Switzerland.

The undersigned is directed to convey the permission of the Government of the People's Republic of Bangladesh in favour of Dr. Md. Billal Hossain, Additional Secretary, Ministry of Environment, Forest & Climate Change to participate in the 'Expert Group Meeting (EGM) on the Clearing House (CH) of the Global Forest Financing Facilitation Network (GFFFN), and the Expert Group Meeting on the Quadrennial Programme of work for 2021-2024 (4PoW)' to be held from 12-15 November, 2019 in Switzerland.

2. The terms and conditions of this order are as follows:
 - i. He will be treated as on duty during this period.
 - ii. He will draw his pay and allowances in local currency during the aforesaid period.
 - iii. The relevant expenses in connections with this visit will be borne by the organizer. But in cases the organizer does not provide the full expenses according to his entitlement, the rest of the expenses will be borne by the Ministry of Environment, Forest & Climate Change, Dhaka as per existing rules.
 - iv. He will not stay abroad beyond the approved period (excluding travel time).
 - v. He will submit a report on the acquired experiences to this ministry after return.
3. This order is issued with the approval of the competent authority.

(Md. A. Razzaque Sarker)
Deputy Secretary
Phone: 88-02-9549072
E-mail: admin2@moef.gov.bd

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary, Office of the Prime Minister, Tejgaon, Dhaka.
3. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Foreign Secretary, Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
5. Dr. Md. Billal Hossain, Additional Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
6. Additional Secretary (All), Ministry of Environment, Forest & Climate Change, Dhaka.
7. H.E. Ambassador of Bangladesh to Switzerland, Embassy of Bangladesh in Switzerland.
8. H.E. Ambassador of Switzerland to Bangladesh, Embassy of Switzerland in Bangladesh.
9. Director General, Department of Immigration and Passport, Dhaka.
10. Director, Hazrat Shahjalal International Airport, Dhaka.
11. Private Secretary to the Hon'ble Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
12. Private Secretary to the Hon'ble Deputy Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
14. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with upload to publish in the website).
15. Mr. Jamirul Islam, Protocol Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
16. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.