



No. 22.00.0000.052.25.001.21.518

Date: 07 September 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 program titled '8th Workshop under the Glasgow-Sharm el-Sheikh Work Programme on the Global Goal on Adaptation', scheduled to be held in **Gaborone, Botswana** from **27 to 29 September 2023** under the terms and conditions described in paragraph 2.

SI No.	Name	Designation	Place of Posting
i.	Md. Hafezur Rahaman	Deputy Director	Department of Environment, Narayanganj District Office, Narayanganj

2. Terms and conditions:

- i. The Officer will start his journey for **Botswana** on a convenient date near 27 September 2023;
- ii. The period of this program 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. United Nations Climate Change Secretariat will bear all expenses of the aforesaid program;
- 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 program and
- vii. He will have to submit reports on the program to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the program.

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


07.09.2023
(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. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. H.E. High Commissioner of Bangladesh to South Africa, High Commission for the People's Republic of Bangladesh, Pretoria. [Nearest Bangladesh diplomatic representations to Botswana]
03. Honorary Consul of Botswana in Bangladesh, Honorary Consulate of the Republic of Botswana, Dhaka, Bangladesh.
04. Director General, Department of Environment, Dhaka.
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. Hafezur Rahaman, Deputy Director , Department of Environment, Narayanganj District Office, Narayanganj


07.09.2023
(Jesmin Nahar)

Senior Assistant Secretary