



No. 22.00.0000.052.25.002.24.140

Date: 27 February 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 officer to attend the 'Twenty-fifth meeting of the Adaptation Committee' scheduled to be held from **12–15 March 2024**, in **Bonn, Germany**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i	Mr. Mirza Shawkat Ali	Director (Climate Change & International Convention)	Department of Environment, Dhaka

2. Terms and conditions:

- i. The Officer will start his journey for **Germany** around 12 March 2024;
- ii. The period of this 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. The United Nations Climate Change Secretariat will bear all expenses for participation in the aforementioned meeting, **there will be no financial involvement of Bangladesh Government**;
- v. He will not be allowed to stay abroad more than the approved duration of his stay;
- vi. He shall return to his respective workplace immediately upon 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 meeting.

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


27.02.2024

(Jesmin Nahar)

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, Embassy of Bangladesh in Berlin, Germany.
03. H.E. Ambassador, Embassy of the Federal Republic of Germany in 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 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. Mr. Mirza Shawkat Ali, Director (Climate Change & International Convention), Department Of Environment, Dhaka.


27-02-2024
(Jesmin Nahar)
Deputy Secretary