



No. 22.00.0000.052.25.001.21.700

Date: 28 November 2023

To: Chief Accounts and Finance Officer
Ministry of Environment, Forest and Climate Change
Segana 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 'CITES Technical Workshop on Songbird and Trade Conservation Management' scheduled from **December 11th to 14th, 2023**, in **Bangkok, Thailand**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Ms. Fa-Tu-Zo Khaleque Mela	Wildlife & Biodiversity Conservation Officer	Wildlife & Nature Conservation Circle, Bana Bhaban, Agargaon, Dhaka and Associate to the CITES Management Authority of Bangladesh.

2. Terms and conditions:

- i. The Officer will start her journey for Thailand on a convenient date near 11 December 2023;
- ii. The period of this workshop and the time spent for travel and transit will be treated as on duty;
- iii. She will draw her pay and allowances in local currency, **there will be no financial involvement of Bangladesh Government;**
- iv. CITES Secretariat will bear all expenses of the aforesaid workshop;
- v. She will not be allowed to stay abroad more than the approved period;
- vi. She shall return to her respective workplace immediately after returning from the workshop and
- vii. She will have to submit reports on the workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her returning from the event.

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


28.11.2023

(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 of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
03. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
04. Chief Conservator of Forests (CC), Forest Department, 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. Ms. Fa-Tu-Zo Khaleque Mela, Wildlife & Biodiversity Conservation Officer, Wildlife & Nature Conservation Circle, Bana Bhaban, Agargaon, Dhaka and Associate to the CITES Management Authority of Bangladesh.


28.11.2023
(Jesmin Nahar)
Deputy Secretary