



No. 22.00.0000.052.25.002.24.13

Date: 03 January 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 Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer attending the "First meeting of the small intersessional working group on the electronic approaches to the notification and movement documents" to be held in **Geneva, Switzerland on 06th March 2024**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

SI No.	Name	Designation	Place of Posting
i.	Mr. Md Maruf Mohaimen	Research Officer (Waste and Chemicals Management)	Department of Environment, Headquarters, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for **Switzerland** on a convenient date near to 06 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 Government of France will bear all expenses of the aforesaid meeting, **there will be no financial involvement of Bangladesh Government;**
- 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 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 five days after his return from the event;

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


03.01.2024
(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 and Permanent Representative of Bangladesh to Switzerland, Permanent Mission of Bangladesh to UN Office, Switzerland.
03. H.E. Ambassador of Switzerland to Bangladesh, Embassy of Switzerland in 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 Maruf Mohaimen, Research officer (Waste and Chemicals Management), Department of Environment, Headquarters, Dhaka.


03.01.2024
(Jesmin Nahar)
Deputy Secretary