



No. 22.00.0000.052.25.003.24.177

Date: 11 March 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 and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer for attending the conference on 'Leveraging Trade to Address Climate Change in Asia and the Pacific', scheduled to be held in **Manila, the Philippines** from **March 21 to 22, 2024**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

| Sl No. | Name | Designation | Place of Posting |
|--------|----------------------------|------------------|----------------------------------------------------------|
| i. | Ms. Najneen Perveen | Deputy Secretary | Ministry of Environment, Forest & Climate Change, Dhaka. |

2. Terms and conditions:

- i. The Officer will start her journey for **the Philippines** on a convenient date near 21 March 2024;
- ii. The period of this conference 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;
- iv. Asian Development Bank (ADB) will bear all expenses of the aforesaid Program, **there will be no financial involvement of Bangladesh Government;**
- v. She will not be allowed to stay abroad more than the approved period;
- vi. She shall return to her workplace immediately upon returning from the conference and
- vii. She will have to submit reports on the conference to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the program.

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


11.03.2024
(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. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador of Bangladesh to the Philippines, Embassy of Bangladesh in the Philippines.
04. H.E. Ambassador of the Philippines to Bangladesh, Embassy of the Philippines in Bangladesh
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. Ms. Najneen Perveen, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.


11.03.2024
(Jesmin Nahar)
Deputy Secretary