



No. 22.00.0000.052.25.001.21.667

Date: 09.11.2023

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 and Climate Change, Government of the People's Republic of Bangladesh, in favor of the following Officer attending the '2023 ADB Gender Forum' scheduled from **November 21st to November 22nd, 2023**, at **Manila, Philippines**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Mst. Mohsina Akter Banu	Deputy Secretary	Ministry of Environment, Forest and Climate Change, Dhaka

2. Terms and conditions:

- i. The Officer will start her journey for the **Philippines** on a convenient date near 21 November 2023;
- ii. The period of this forum 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. Asian Development Bank (ADB) will bear all expenses of the aforesaid forum;
- 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 forum and
- vii. She will have to submit reports on the forum to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the event;

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

09.11.2023

(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. 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. Joint Secretary (Admin), Ministry of Environment, Forest and Climate Change, Dhaka.
03. Private Secretary to the Hon'ble Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
04. Private Secretary to the Hon'ble Deputy Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
05. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
06. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with request to upload the GO on the website)**.

Personal

01. Ms. Mst. Mohsina Akter Banu, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.


09.11.2023
(Jesmin Nahar)

Senior Assistant Secretary