



No. 22.00.0000.052.25.002.24.188

Date: 18 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 a session and meeting on '3rd Session of the Ad-Hoc Open-Ended Working Group on Establishing a Science-Policy Panel to the Sound Management of Chemicals and Waste to Prevent Pollution (SPP OEWG-3), including preceding informal, regional and stakeholder consultations', scheduled to be held in **Geneva, Switzerland** from **16 to 21 June, 2024**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	<b>Ms. Najneen Perveen</b>	Deputy Secretary	Ministry of Environment, Forest & Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start her journey for **Switzerland** on a convenient date near June 16, 2024;
- ii. The period of this session and meeting 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. United Nations Environment Program (UNEP) 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 program and
- vii. She will have to submit reports on the program to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the events.

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

  
18.03.2024  
(Jesmin Nahar)

Deputy Secretary

Phone: 02-55100257

Email: [admin2@moef.gov.bd](mailto:admin2@moef.gov.bd)

Copy for kind information and necessary action (Not in order of seniority):

**External**

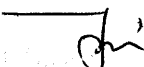
01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador and Permanent Representative of Bangladesh to Switzerland, Permanent Mission of Bangladesh to UN Office, Switzerland.
04. H.E. Ambassador of Switzerland to Bangladesh, Embassy of Switzerland 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.

  
18.03.2024  
(Jesmin Nahar)  
Deputy Secretary