



No. 22.00.0000.052.25.002.24.212

Date: 28 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 & Climate Change, Government of the People's Republic of Bangladesh, in favor of the following Officers attending meetings titled '14th Meeting of the Open-ended Working Group of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (OEWG-14), including regional and Bureau meetings', scheduled to be held in **Geneva, Switzerland** from **24 to 28 June 2024**, under the terms and conditions described in paragraph-2.

Sl No.	Name	Designation	Place of Posting
i.	Dr. Fahmida Khanom	Additional Secretary	Ministry of Environment, Forest & Climate Change, Bangladesh

2. Terms and conditions:

- i. The Officer will start her journey for **Switzerland** on a convenient date near June 24, 2024;
- ii. The period of these meetings 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. Secretariat of the Basel Convention 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 after returning from the meetings and
- vii. She will have to submit a report on the sessions 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.


28.03.2024
(Jesmin Nahar)

Deputy Secretary

Phone: 02-55100257

Email: admin2@moef.gov.bd

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Date: 28.03.2024

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. Dr. Fahmida Khanom, Additional Secretary, Ministry of Environment, Forest and Climate Change, Dhaka, Bangladesh.


28.03.2024
(Jesmin Nahar)
Deputy Secretary