



No. 22.00.0000.052.25.002.24.236

Date: 17 April 2024

To: Chief Accounts and Finance Officer  
Ministry of Environment, Forest and Climate Change  
Segun Bagicha, Dhaka

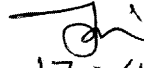
The undersigned is directed to convey the approval of the Ministry of Environment, Forest & Climate Change, Government of the People's Republic of Bangladesh, for the following Officer to participate in the 19<sup>th</sup> session of the United Nations Forum on Forests (UNFF) scheduled from **May 6<sup>th</sup> to May 10<sup>th</sup>, 2024**, at the UN Headquarters in New York, USA. Additionally, the Ex-Bangladesh leave for staying in New York, USA of the following Officer has been approved from **May 11<sup>th</sup> to May 19<sup>th</sup>, 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>Mr. Iqbal Abdullah Harun</b>	Additional Secretary	Ministry of Environment, Forest & Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for the **United States** on a convenient date near May 06, 2024;
- ii. The period for participation in the session 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 during the aforesaid period, no part of it shall be drawn in foreign currency;
- iv. The United Nations will provide the roundtrip air ticket for the session to and from the US. Additionally, all other expenses for participation in the session, including accommodation, local transport, daily subsistence allowance (DSA), etc., will be borne by the Government of Bangladesh according to the Officer's entitlement and in accordance with existing rules;
- v. Furthermore, all expenses incurred during his Ex-Bangladesh leave (Earned Leave) will be borne by himself;
- vi. He will not be allowed to stay abroad more than the approved period;
- vii. He shall return to his workplace immediately upon returning from the USA and
- viii. He will have to submit reports on the session to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the event.

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

  
17.04.2024  
(Jesmin Nahar)  
Deputy Secretary  
Phone: 02-55100257  
Email: admin2@moef.gov.bd

No. 22.00.0000.052.25.002.24.236/1(15)

Date: 17.04.2024

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

**External**


01. Principal Secretary to the Honorable Prime Minister, Prime Minister's Office, Bangladesh.
02. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
03. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
04. H.E. Ambassador of Bangladesh to USA, Embassy of Bangladesh in Washington, DC, USA.
05. H.E. Ambassador of USA to Bangladesh, Embassy of USA in Dhaka, Bangladesh.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
07. Director General, Department of Immigration and Passports, Dhaka.
08. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
09. 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. Mr. Iqbal Abdullah Harun, Additional Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.

  
17.04.2024  
(Jesmin Nahar)  
Deputy Secretary