



No. 22.00.0000.052.25.004.24.260

Date: 25 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 and Climate Change, Government of the People's Republic of Bangladesh, for the honorable Minister of the Ministry of Environment, Forest and Climate Change to attend "Ambition on Melting Ice (AMI) Strategy Meeting" scheduled to be held in **Baku, Azerbaijan** from **07 to 08 May 2024**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Participant's Name	Designation	Ministry
i.	<b>H.E. Saber Hossain Chowdhury M.P.</b>	Honorable Minister	Ministry of Environment, Forest & Climate Change, Bangladesh.

2. Terms and conditions:

- i. The Honorable Minister will attend the 'Ambition on Melting Ice (AMI) Strategy Meeting' in **Baku** from **07 to 08 May 2024**, following his participation in 'Asian Development Bank (ADB)'s 57<sup>th</sup> Annual Meeting of the Board of Governors' in **Tbilisi, Georgia** from **02 to 05 May 2024**, and will return to Bangladesh on **May 10, 2024**, or a convenient date close to that;
- ii. The period of this meeting 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 and
- iv. ICCI – International Cryosphere Climate Initiative will cover the Honorable Minister's travel and lodging costs. The remaining expenses for the tour will be covered by the travel expenses code of the Cabinet Division (03-1040301-100121-3244101) according to his entitlement.

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

  
25.04.2024  
(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. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
02. Principal Secretary to the Honorable Prime Minister, Prime Minister's Office, Bangladesh.
03. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
04. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
05. H.E. Ambassador, Embassy of Bangladesh to the Islamic Republic of Iran [Concurrently accredited to Azerbaijan].
06. H.E. Ambassador, Embassy of the Republic of Azerbaijan to the Republic of India [Concurrently accredited to Bangladesh].
07. Director General, Department of Immigration and Passports, Dhaka.
08. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
09. Director General, Department of Environment, Dhaka.
10. Chairman, Bangladesh Forest Industries Development Corporation, Dhaka.
11. Managing Director, Bangladesh Climate Change Trust, Dhaka.
12. Chairman, Bangladesh Rubber Board, Chattogram.
13. Director, Bangladesh National Herbarium, Dhaka.
14. Chief Conservator of Forests (CC), Forest Department, Dhaka.
15. Director, Bangladesh Forest Research Institute, Chattogram.
16. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
17. 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**).
05. Accounts Officer, Ministry of Environment, Forest and Climate Change, Dhaka.

**Personal**

01. H.E. Mr. Saber Hossain Chowdhury M.P., Honorable Minister, Ministry of Environment, Forest and Climate Change, Dhaka.

  
25.04.2024  
(Jesmin Nahar)  
Deputy Secretary