

শেখ হাসিনার নির্দেশ  
জলবায়ু সহিষ্ণু বাংলাদেশ

(To be substituted by the same memo no. and date)  
Government of the People's Republic of Bangladesh  
Ministry of Environment, Forest & Climate Change  
Admin-2 Section  
[www.moef.gov.bd](http://www.moef.gov.bd)



No. 22.00.0000.052.25.001.21.399

Date: 02.08.2023

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

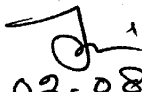
The undersigned is directed to convey the approval of the Ministry of Environment, Forest & Climate Change, Government of the People's Republic of Bangladesh, in favor of the following Officer attending a workshop titled 'Tracking Progress of the Mitigation Commitments of the Nationally Determined Contributions (NDCs),' to be held in Seoul, Republic of Korea from 11 to 13 September 2023, under the terms and conditions described in paragraph-2.

SI 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 Republic of Korea on a convenient date near 11 September 2023;
- ii. The period of this workshop 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. Transparency – Global Support Programme (CBIT-GSP), the Food and Agriculture Organization (FAO), Partnership on Transparency in the Paris Agreement (PATPA) and the Greenhouse Gas Inventory and Research Center of Korea (GIR) will bear all expenses of the aforesaid workshop;
- 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 workshop and
- vii. She will have to submit reports on the workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the workshop;

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

  
02.08.2023  
(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**

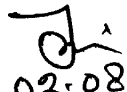
01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador of Bangladesh to the Republic of Korea, Embassy of Bangladesh in the Republic of Korea.
04. H.E. Ambassador of the Republic of Korea to Bangladesh, Embassy of the Republic of Korea 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 Hon'ble Deputy Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
04. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
05. 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.

  
02.08.2023  
(Jesmin Nahar)  
Senior Assistant Secretary