



No. 22.00.0000.052.25.001.21.519

Date: 10 September 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 and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer attending an event titled 'International Dialogue Event on the Global Goal on Adaptation' to be held in Colombo, Sri Lanka from 12th to 14th September 2023 under the terms and conditions described in paragraph 2:

Sl No.	Name	Designation	Place of Posting
i.	Lubna Yasmine	Joint Secretary	Ministry of Environment, Forest and Climate Change, Dhaka

2. Terms and conditions:

- i. The Officer will start her journey for Sri Lanka on a convenient date near to 12 September 2023;
- ii. The period of this event 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. SLYCAN Trust will bear all expenses of the aforesaid event;
- 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 event and
- vii. She will have to submit reports on the event 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.

Israt Shadmin
10/09/2023
(Israt Shadmin)
Deputy 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. High Commissioner of Bangladesh to Sri Lanka, Bangladesh High Commission in Sri Lanka.
04. H.E. High Commissioner of Sri Lanka to Bangladesh, High Commission of Sri Lanka 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. Lubna Yasmine, Joint Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.

IS
10/09/2023
(Israt Shadmin)
Deputy Secretary