



No. 22.00.0000.052.25.001.21.533

Date: 14 September 2023

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

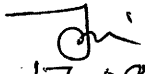
The undersigned is directed to convey the approval of the Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer for attending a workshop titled 'GEF Asian Least Developed Countries (LDCs) Climate Change Adaptation Programming and Strategy Workshop to be held in **Siem Reap, Cambodia** from 19th to 22nd September 2023 under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Gobinda Roy	Deputy Chief Conservator of Forests	Forest Department, Dhaka.
ii.	Dr. Syed Shahjahan Ahmed	Deputy Secretary	Ministry of Environment, Forest and Climate Change
iii.	Shaheda Begum	Deputy Director	Department of Environment, Dhaka Laboratory
iv.	Md. Hasan Hasibur Rahman	Deputy Director	Department of Environment, Headquarters

2. Terms and conditions:

- The Officers will start their journey for **Cambodia** on a convenient date near 19 September 2023;
- The period of this workshop and the time spent for travel and transit will be treated as on duty;
- They will draw their pay and allowances in local currency; **there will be no financial involvement of Bangladesh Government;**
- GEF Secretariat will bear all expenses of the aforesaid workshop;
- They will not be allowed to stay abroad more than the approved period;
- They shall return to their respective workplace immediately after returning from the workshop; and
- They 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 their returning from the workshop.

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


17.09.2023
(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 Thailand, Embassy of Bangladesh in Thailand. [Nearest Bangladesh diplomatic representations to Cambodia]
04. H.E. Ambassador of Cambodia to India, Royal Embassy of Cambodia in India. [Nearest Cambodian diplomatic representations to Bangladesh]
05. Director General, Department of Environment, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
07. Chief Conservator of Forests (CC), Forest Department, 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 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. Mr. Gobinda Roy, Deputy Chief Conservator of Forests, Forest Department, Dhaka.
02. Dr. Syed Shahjahan Ahmed, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
03. Ms. Shaheda Begum, Deputy Director, Department of Environment, Dhaka Laboratory.
04. Mr. Md. Hasan Hasibur Rahman, Deputy Director, Department of Environment, Headquarters.


17-09-2023
(Jesmin Nahar)

Senior Assistant Secretary