



No. 22.00.0000.052.25.002.17.547

Date: 21.09.2023

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

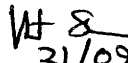
The undersigned is directed to convey the approval of the Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer attending in the signing ceremony of Regional Block Grants (RBG) Legal Agreements for Bangladesh & Maldives under the Plastic Free Rivers and Seas for South Asia (PLEASE) Project, scheduled to be held on 22nd September of 2023 in Colombo, Sri Lanka.

Sl No.	Name	Designation	Place of Posting
i.	Zawata Afnan	Assistant Director	Department of Environment, Headquarters.

2. Terms and conditions:

- i. The Officer will start her journey for **Sri Lanka** on a convenient date near 22 September 2023;
- ii. The period of this signing ceremony 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. South Asia Co-Operative Environment Programme (SACEP) will bear all expenses of the aforesaid signing ceremony;
- 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 signing ceremony and
- vii. She will have to submit reports on the signing ceremony to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the signing ceremony.

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


21/09/2023
(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, Department of Environment, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
07. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. 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. Zawata Afnan, Assistant Director, Department of Environment, Headquarters.

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21/09/2023
(Israt Shadmin)
Deputy Secretary