



No. 22.00.0000.052.25.001.21.560

Date: 25 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 Officers attending a workshop-meeting titled "2nd Meeting of the BIMSTEC Joint Working Group on Environment and Climate Change (2nd JWG-ECC) and the Capacity Building Workshop" to be held in **Bhutan** from **09 to 12 October 2023** under the terms and conditions described in paragraph 2.

Sl No.	Program Name & Date	Name, Designation & Place of Posting
i.	Capacity Building Workshop (09-11 October 2023)	Sidhartha Sankar Kundu Deputy Secretary Ministry of Environment, Forest and Climate Change, Dhaka.
		Zawata Afnan Assistant Director Department of Environment, Headquarters
ii.	Capacity Building Workshop & 2 nd Joint Working Group Meeting (09-12 October 2023)	Dr. Md. Saifur Rahman Deputy Secretary Ministry of Environment, Forest and Climate Change, Dhaka.

2. Terms and conditions:

- The Officers will start their journey for **Bhutan** on a convenient date near 09 October 2023;
- The period of this workshop-meeting 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;**
- International Food Policy Research Institute (IFPRI) will bear all expenses of the aforesaid workshop-meeting;
- 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-meeting; and
- They will have to submit reports on the workshop-meeting to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after their return from the workshop-meeting.

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


25.09.2023
(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 Bhutan, Embassy of Bangladesh in Thimphu, Bhutan.
04. H.E. Ambassador of Bhutan to Bangladesh, Royal Bhutanese Embassy in Dhaka, 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. Mr. Sidhartha Sankar Kundu, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
02. Dr. Md. Saifur Rahman, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
03. Ms. Zawata Afnan, Assistant Director, Department of Environment, Headquarters.


25.09.2023
(Jesmin Nahar)

Senior Assistant Secretary