



No. 22.00.0000.052.25.001.21.564

Date: 26.09.2023

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 Officers attending in 'SANH Annual Conference', scheduled to be held from 02nd to 06th October of 2023 in Peradeniya, Sri Lanka.

| Sl No. | Name | Designation | Place of Posting |
|--------|----------------------------|-----------------|---|
| i. | Mohammad Khabir Uddin Khan | System Analyst | Ministry of Environment, Forest and Climate Change |
| ii. | Dr. Mohammad Abdul Motalib | Deputy Director | Department of Environment, Headquarters |

2. Terms and conditions:

- i. The Officers will start their journey for Sri Lanka on a convenient date near 02 October 2023;
- ii. The period of this conference and the time spent for travel and transit will be treated as on duty;
- iii. They will draw their 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 conference;
- v. They will not be allowed to stay abroad more than the approved period;
- vi. They shall return to their respective workplace immediately after returning from the conference and
- vii. They will have to submit reports on the conference to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after their return from the conference.

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

26.09.2023

(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

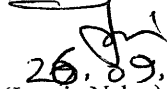
01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. High Commissioner of Bangladesh to Sri Lanka, Bangladesh High Commission in Sri Lanka.
04. H.E. High Commissioner of Sri Lanka 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. Mr. Mohammad Khabir Uddin Khan, System Analyst, Ministry of Environment, Forest and Climate Change, Dhaka.
02. Mr. Dr. Mohammad Abdul Motalib, Deputy Director, Department of Environment, Headquarters, Dhaka.


26.09.2023
(Jesmin Nahar)

Senior Assistant Secretary