



No. 22.00.0000.052.25.001.21.646

Date: 30 October 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 & Climate Change, Government of the People's Republic of Bangladesh, in favor of the following Officer attending a program titled '2023 CTCN Asia and Pacific NDE Forum at UNFCCC Asia Pacific Climate Week', scheduled to be held in Malaysia from **November 13th to 17th, 2023**, under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
ii.	Ms. Shaheda Begum	Deputy Director	Department of Environment

2. Terms and conditions:

- i. The Officer will start her journey for Malaysia on a convenient date near November 13th, 2023;
- ii. The period of this forum 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. Organizer will bear all expenses of the aforesaid forum;
- 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 forum; and
- vii. She will have to submit reports on the forum to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the forum.

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


30.10.2023

(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. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. H.E. High Commissioner of Bangladesh in Malaysia, High Commission of Bangladesh in Malaysia.
03. H.E. High Commissioner of Malaysia in Bangladesh, High Commission of Malaysia in Bangladesh.
04. Director General, Department of Environment, Dhaka.
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. Shaheda Begum, Deputy Director, Department of Environment, Dhaka.


30.10.2023
(Jesmin Nahar)

Senior Assistant Secretary