



No. 22.00.0000.052.25.001.21.651

Date: 01 November 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 Officers attending a program titled '11th Better Air Quality Conference', scheduled to be held in Manila, Philippines from **November 13th to 17th, 2023**, under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
1	Mr. Masud Iqbal Md. Shameem	Director	Department of Environment
2	Mr. Sawkatul Ambia	Assistant Secretary	Ministry of Environment, Forest & Climate Change

2. Terms and conditions:

- i. The Officer will start their journey for Philippines on a convenient date near November 13th, 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. Asian Development Bank (ADB) 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.


01-11-2023
(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. Ambassador of Bangladesh in Philippines, Embassy of Bangladesh in Philippines.
03. H.E. Ambassador of Philippines in Bangladesh, Embassy of Philippines in Bangladesh.
04. Director General, Department of Environment, Dhaka.
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. Mr. Masud Iqbal Md. Shameem, Director , Department of Environment, Dhaka.
02. Mr. Sawkatul Ambia, Assistant Secretary, Ministry of Environment, Forest & Climate Change.


01. 11. 2023
(Jesmin Nahar)

Senior Assistant Secretary