



No. 22.00.0000.052.25.001.21.652

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 officer attending a program titled '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
1	Ms. Lubna Yasmine	Joint Secretary	Ministry of Environment, Forest & Climate Change

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 program 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. Food and Agriculture Organization (FAO) will bear all expenses of the aforesaid program;
- 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 program; and
- vii. She will have to submit reports on the program to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the program.

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. 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. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
05. 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. Lubna Yasmine, Joint Secretary, Ministry of Environment, Forest & Climate Change.


01.11.2023
(Jesmin Nahar)

Senior Assistant Secretary