



No. 22.00.0000.052.25.001.21.653

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 in the upcoming project titled 'Enhancing Investments for Equitable and Accelerated Climate Action', scheduled to be held in Malaysia from **November 14th to 15th, 2023**, under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
1	Dr. Syed Shahjahan Ahmed	Deputy Secretary	Ministry of Environment, Forest & Climate Change

2. Terms and conditions:

- i. The Officer will start his journey for Malaysia on a convenient date near November 14th, 2023;
- ii. The period of this program and the time spent for travel and transit will be treated as on duty;
- iii. He will draw his pay and allowances in local currency; **there will be no financial involvement of Bangladesh Government;**
- iv. Organizer will bear all expenses of the aforesaid program;
- v. He will not be allowed to stay abroad more than the approved period;
- vi. He shall return to his respective workplace immediately after returning from the program; and
- vii. He 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 his 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. Dr. Syed Shahjahan Ahmed, Deputy Secretary, Ministry of Environment, Forest & Climate Change.


01.11.2023

(Jesmin Nahar)

Senior Assistant Secretary