



No. 22.00.0000.052.25.001.21.676

Date: 15 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 '2nd Session of the Ad Hoc Open-Ended Working Group.' Due to a recent change, the venue has been shifted from **Jordan** to **Kenya**, and the session is now scheduled to be held in Nairobi, Kenya, from **December 9th** to **15th, 2023**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Mr. Mohammad Abdul Wadud Chowdhury	Joint Secretary	Ministry of Environment, Forest & Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for **Kenya** on a convenient date near 09 December 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. United Nations Environment Programme (UNEP) 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 a report 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.

W S.
15/11/2023
(Israt Shadmin)

Deputy 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 Kenya, Bangladesh High commission in Nairobi, Kenya.
04. Honorary Consul, Kenyan Honorary Consulate in Dhaka, Bangladesh.
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. Joint Secretary (Admin), Ministry of Environment, Forest and Climate Change, Dhaka.
03. Private Secretary to the Hon'ble Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
04. Private Secretary to the Hon'ble Deputy Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
05. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
06. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with request to upload the GO on the website).

Personal

01. Mr. Mohammad Abdul Wadud Chowdhury, Joint Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.

HS
15/11/2023
(Israt Shadmin)
Deputy Secretary