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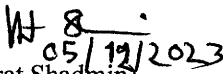
Date: 05 December 2023

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 and Climate Change, Government of the People's Republic of Bangladesh, in favor of the following officer attending the '**Sixtieth Session of the IPCC,**' scheduled from **January 16<sup>th</sup> to 19<sup>th</sup>, 2024**, in **Istanbul, Türkiye**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	<b>Dr. Fahmida Khanom</b>	Additional Secretary	Ministry of Environment, Forest & Climate Change, Bangladesh

2. Terms and conditions:
  - i. The Officer will start her journey for **Türkiye** on a convenient date near 16 January 2024;
  - ii. The period of this session 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. IPCC Trust Fund 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 session; and
  - vii. She will have to submit a report on the session to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the event.
3. This order is issued with the approval of the competent authority.

  
(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. Ambassador of Bangladesh to Türkiye, Embassy of Bangladesh in Ankara, Türkiye.
04. H.E. Ambassador of Türkiye to Bangladesh, Embassy of the Republic of Türkiye 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. Dr. Fahmida Khanom, Additional Secretary, Ministry of Environment, Forest and Climate Change, Dhaka, Bangladesh.

HS  
05/12/2023  
(Israt Shadmin)  
Deputy Secretary