



No. 22.00.0000.052.25.003.22(1).68

Date: 02.02.2023

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 Government of the People's Republic of Bangladesh in favour of the following Officers for attending the "Transitioning to the ETF and Tracking of Progress in Implementing and Achieving NDCs" to be held in **Singapore** from 08.03.2023 to 10.03.2023 under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
01	Ms. <b>Jesmin Nahar</b>	Senior Assistant Secretary	Ministry of Environment, Forest & Climate Change, Dhaka.
02	Mr. <b>Md. Mahmud Hossain</b>	Deputy Director (Climate Change)	Department of Environment, Headquarters, Dhaka.

2. Terms and conditions:

- The Officers will start their journey for **Singapore** on a convenient date near 08 March 2023;
- The period of this workshop and the time spent for travel and transit will be treated as on duty;
- They will draw their pay and allowances in local currency; **There will be no financial involvement of Bangladesh Government;**
- UNFCCC Secretariat and the Government of Singapore will bear all expenses of the aforesaid workshop;
- They will not be allowed to stay abroad more than the approved period (except travel time);
- They shall return to their respective workplace immediately after returning from the workshop; and
- They will have to submit reports on the meeting to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after their returning from the workshop.

3. This order is issued with the approval of the competent authority.

  
02-02-2023  
(Jesmin Nahar)

Senior Assistant Secretary

Phone: 02-55100257

Email: [admin2@moef.gov.bd](mailto: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 in Singapore, High Commission for the People's Republic of Bangladesh in Singapore.
04. Consul General of Singapore to Bangladesh, Consulate of the Republic of Singapore to Dhaka, Bangladesh.
05. Director General, Department of Environment, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
07. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. 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**).
06. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.

**Personal**

01. Ms. Jesmin Nahar, Senior Assistant Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
02. Mr. Md. Mahmud Hossain, Deputy Director (Climate Change), Department of Environment, Headquarters, Agargaon, Dhaka.

  
02.02.2023  
(Jesmin Nahar)

Senior Assistant Secretary