



No. 22.00.0000.052.25.003.22(1).161

Date: 15.03.2023

To: Chief Accounts and Finance Officer
Ministry of Environment, Forest and Climate Change
Segun Bagicha, Dhaka

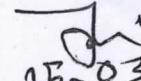
The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh in favour of the following Officer for attending the "16th Symposium of the International Society for Biosafety" to be held at **Missouri, USA** from 30.04.2023 to 04.05.2023 under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
01	Ms. Syeda Masuma Khanam	Director (Joint Secretary)	Department of Environment, Dhaka.

2. Terms and conditions:

- The Officer will start her journey for **USA** on a convenient date near 30 April 2023;
- The period of this symposium and the time spent for travel and transit will be treated as on duty;
- She will draw her pay and allowances in local currency, **there will be no financial involvement of Bangladesh Government;**
- Agriculture & Food Systems Institute (AFSI) will bear all expenses of the aforesaid symposium;
- She will not be allowed to stay abroad more than the approved period (except travel time);
- She shall return to her respective workplace immediately after returning from the symposium; and
- She will have to submit reports on the symposium to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her returning from the symposium.

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


15-03-2023
(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. 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 USA, Embassy of Bangladesh in Washington, DC, USA.
04. H.E. Ambassador of USA to Bangladesh, Embassy of USA in 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**).

Personal

01. Ms. Syeda Masuma Khanam, Director (Joint Secretary), Department of Environment, Dhaka.


15.03.2023
(Jesmin Nahar)
Senior Assistant Secretary