

শেখ হাসিনার নির্দেশ
জলবায়ু সহিষ্ণু বাংলাদেশ

(To be substituted by the same memo no. and date)
Government of the People's Republic of Bangladesh
Ministry of Environment, Forest & Climate Change
Admin-2 Section
www.moef.gov.bd



No. 22:00.0000.052.25.001.21.343

Date: 03.07.2023

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 favour of the following Officer for attending a workshop titled "South Asia Regional Workshop of the UNI-LEAD Project of the LDC University Consortium on Climate Change (LUCCC)" to be held in Kathmandu, Nepal from 20 to 21 July 2023 under the terms and conditions described in paragraph 2.

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

2. Terms and conditions:

- i. The Officer will start his journey for Nepal on a convenient date near 20 July 2023;
- ii. The period of this workshop 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. LDC Climate Change Group will bear all expenses of the aforesaid workshop;
- 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 workshop; and
- vii. He will have to submit reports on the workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his returning from the workshop.

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


03.07.2023
(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

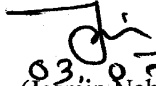
01. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. H.E. Ambassador of Bangladesh to Nepal, Embassy of Bangladesh in Nepal.
03. H.E. Ambassador of Nepal to Bangladesh, Embassy of Nepal in Bangladesh.
04. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
05. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
06. 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 and Climate Change.


03.07.2023
(Jesmin Nahar)

Senior Assistant Secretary