



No. 22.00.0000.052.25.003.22(1).89


Date: 15.02.2023

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 Officer for attending the "Regional Capacity Building Training Workshop (in-person) for EST Member Countries on Aichi 2030 Declaration (2021-2030)", 22-24 March 2023, ADB HQ in Manila, the Philippines under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
1.	Ms. Nazma Ashrafi	Senior Assistant Secretary	Ministry of Environment, Forest and Climate Change, Bangladesh.

2. Terms and conditions:
 - i. The Officer will start her journey for the Philippines on a convenient date near 22 March 2023;
 - ii. The period of this workshop 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. United Nations Centre for Regional Development (UNCRD)/DSDG-UN DESA will bear all expenses of the aforesaid workshop;
 - v. She will not be allowed to stay abroad more than the approved period (except travel time);
 - vi. She shall return to her respective workplace immediately after returning from the workshop; and
 - vii. She 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 her returning from the workshop.
3. This order is issued with the approval of the competent authority.


15.02.2023
(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 the Philippines, Embassy of Bangladesh in the Philippines.
04. H.E. Ambassador of the Philippines to Bangladesh, Embassy of the Philippines in 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. 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. Nazma Ashrafi, Senior Assistant Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh.


15.02.2023
(Jesmin Nahar)

Senior Assistant Secretary