



No. 22.00.0000.052.25.001.21.529

Date: 13 September 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 Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer attending a meeting titled '5th Meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-5)' to be held in **Geneva, Switzerland** from **30<sup>th</sup> October** to **03<sup>rd</sup> November 2023** under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Mohammad Abdul Wadud Chowdhury	Joint Secretary	Ministry of Environment, Forest & Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for **Switzerland** on a convenient date near to 30<sup>th</sup> October 2023;
- ii. The period of this meeting 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. Secretariat of the Minamata Convention on Mercury will bear all expenses of the aforesaid meeting;
- 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 meeting; and
- vii. He will have to submit a report on the meeting to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the meeting;

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 and Permanent Representative of Bangladesh to Switzerland, Permanent Mission of Bangladesh to UN Office, Switzerland.
04. H.E. Ambassador of Switzerland to Bangladesh, Embassy of Switzerland 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. Mr. Mohammad Abdul Wadud Chowdhury, Joint Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.

Wt S.  
13/09/2023  
(Israt Shadmin)  
Deputy Secretary