



No. 22.00.0000.052.25.001.21.600

Date: 05.10.2023

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 & Climate Change, Government of the People's Republic of Bangladesh, in favor of the following officer attending a program titled '2nd Session of the Ad Hoc Open-Ended Working Group,' scheduled to be held in **Jordan**, from **December 9<sup>th</sup> to 15<sup>th</sup>, 2023**, under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Mr. 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 **Jordan** on a convenient date near 09 December-2023;
- ii. The period of this program 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. United Nations Environment Programme (UNEP) will bear all expenses of the aforesaid program;
- 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 program; and
- vii. He will have to submit a report on the program to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the program;

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

  
05.10.2023  
(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, Embassy of the People's Republic of Bangladesh in Amman, Jordan.
04. H.E. Ambassador, Embassy of the Hashemite Kingdom of Jordan in New Delhi, India.  
[Nearest Jordanian diplomatic representations to 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).
06. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
07. Mr. Jamirul Islam, Protocol Assistance Officer, Ministry of Environment, Forest & Climate Change, Dhaka.

**Personal**

01. Mr. Mohammad Abdul Wadud Chowdhury, Joint Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.

  
05.10.2023  
(Jesmin Nahar)  
Senior Assistant Secretary