



No. 22.00.0000.052.25.001.21.731

Date: 12 December 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 'Fourth Policy and Advocacy Network (PAN) Asia meeting', scheduled to be held in **Bangkok, Thailand** from **December 19th to 21st, 2023**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Mr. Md. Ahsan Habib	Director	Department of Environment, Rajshahi Divisional Office, Bogra

2. Terms and conditions:

- i. The Officer will start his journey for **Thailand** on a convenient date near 19 December 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;
- iv. International Centre for Integrated Mountain Development (ICIMOD) will bear all expenses of the aforesaid meeting, **there will be no financial involvement of Bangladesh Government;**
- 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 reports 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 event.

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

YH S
12/12/2023
(Israt Shadmin)

Deputy Secretary

Phone: 02-55100157

Email: admin2@moef.gov.bd

Copy for kind information and necessary action (Not in order of seniority):

External

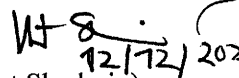
01. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
03. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
04. Director General, Department of Environment, Dhaka.
05. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
06. Director General, Department of Immigration and Passports, Dhaka.
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. Joint Secretary (Admin), Ministry of Environment, Forest and Climate Change, Dhaka.
03. Private Secretary to the Hon'ble Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
04. Private Secretary to the Hon'ble Deputy Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
05. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
06. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with request to upload the GO on the website**).

Personal

01. Mr. Md. Ahsan Habib, Director, Department of Environment, Rajshahi Divisional Office, Bogra.


(Israt Shadmin)
Deputy Secretary