

Government of the People's Republic of Bangladesh
Ministry of Environment, Forest & Climate Change
Admin-2 Section
www.moef.gov.bd

Record No. 22.00.0000.000.052.25.0007.24.240

Date: 12 May 2025

To: Chief Accounts and Finance Officer
Ministry of Environment, Forest and Climate Change
Segun Bagicha, Dhaka

Subject: **Government Order for Participation in the “Network Meeting of South Asia National Ozone Officers” to be held in Bangkok, Thailand from 3–5 July 2025**

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, for the following officials to participate in the Network Meeting of South Asia National Ozone Officers to be held in **Bangkok, Thailand from 3 to 5 July 2025**.

Name & Designation	Office	Program Details
Mr. Md Ziaul Haque Director	Department of Environment, Dhaka	Thailand: 3–5 July 2025 Participation in the “Network Meeting of South Asia National Ozone Officers”
Mr. Md Mahiuddin Manik Deputy Director (Coordination)		

This approval is accorded under the following terms and conditions:

2. Terms and conditions

- i. The officials will commence their journey to Thailand on or around 2 July 2025 and return upon completion of the program on or around 6 July 2025;
- ii. The entire duration of the visit, including travel and transit, shall be considered as on duty;
- iii. They will draw their pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- iv. All expenses related to Mr. Md. Ziaul Haque's participation will be borne by UNEP. All expenses related to Mr. Md. Mohiuddin Manik's participation will be borne by UNDP under the “Renewal of the Institutional Strengthening for the Phase-out of ODS (Phase-X)” project. **There will be no financial involvement from the Government of Bangladesh;**
- v. They will not stay abroad beyond the approved period (except for travel time);
- vi. They must report back to their offices immediately upon completion of the program; and
- vii. Each official is required to submit a report on the acquired experience from the program to the Admin-2 Section of the Ministry of Environment, Forest, and Climate Change within seven days of return.

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


12.05.2025
(Jesmin Nahar)
Deputy Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

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

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
2. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
3. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
4. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
5. Director General, Department of Immigration and Passports, Dhaka.
6. Director General, Department of Environment, Dhaka.
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
8. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest & Climate Change, Dhaka.
9. Mr. Md. Ziaul Haque, Director, Department of Environment, Dhaka **(with a request to submit a report on the acquired experience from the meeting upon its completion).**
10. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
11. Mr. Md Mahiuddin Manik, Deputy Director (Coordination), Department of Environment, Dhaka **(with a request to submit a report on the acquired experience from the meeting upon its completion).**
12. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
14. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


12-05-2025
(Jesmin Nahar)
Deputy Secretary