

Government of the People's Republic of Bangladesh  
Ministry of Environment, Forest & Climate Change  
Admin-2 Section  
[www.moef.gov.bd](http://www.moef.gov.bd)

Record No. 22.00.0000.000.052.25.0007.24.279

Date: 28 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 "Meghna Knowledge Forum II" to be held in Bangkok, Thailand from 23–25 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 "Meghna Knowledge Forum II", scheduled to be held in Bangkok, Thailand from 23 to 25 July 2025.

Name & Designation	Office	Program Details
<b>Ms. Israt Shadmin</b> Deputy Secretary	Ministry of Environment, Forest and Climate Change, Dhaka	Meghna Knowledge Forum II 23–25 July 2025 Bangkok, Thailand
<b>Ms. Farhana Mustari</b> Deputy Director	Department of Environment, Dhaka	

This approval is accorded under the following terms and conditions:

2. Terms and conditions

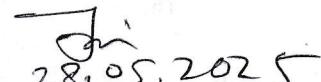
- i. The officials will depart for Thailand on or around 22 July 2025 and return on or around 26 July 2025 after completion of the program;
- ii. The entire duration of the visit, including travel and transit, shall be considered as on duty;
- iii. The officials will draw their pay and allowances in local currency. No part of it shall be drawn in foreign currency;
- iv. All expenses related to their participation will be borne by the International Union for Conservation of Nature (IUCN) Asia Regional Office as per their policy. **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 respective offices immediately upon completion of the forum; and
- vii. Each official must submit a report on the program to the Administration-2 Section of the Ministry within 7 (seven) working days of return.

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

  
28.05.2025  
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. Ms. Israt Shadmin, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka **(with a request to submit a report on the acquired experience from the event upon completion).**
9. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
10. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
11. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
12. Ms. Farhana Mustari, Deputy Director, Department of Environment, Headquarters, Dhaka **(with a request to submit a report on the acquired experience from the event upon completion).**
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.

  
28.05.2025  
Jesmin Nahar  
Deputy Secretary

