

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

Record No. 22.00.0000.000.052.25.0001.25.430

Date: 26 August 2025

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

Subject: **Government Order (GO) for Participation in the "Second Climate Adaptation Investment Planning Forum 2025 (CAIP2025)", Manila, Philippines (03–04 September 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 official to participate in the "Second Climate Adaptation Investment Planning Forum 2025 (CAIP2025)", to be held on **03–04 September 2025** in Manila, Philippines.

Name & Designation	Office
Mr. Mohammad Navid Safiullah Additional Secretary (Passport No. E00 152 305)	Ministry of Environment, Forest & Climate Change, Dhaka

This approval is accorded under the following terms and conditions:

2. Terms and conditions

- i. The official will commence his journey to the Philippines on or around 02 September 2025 and return on or around 05 September 2025, depending on travel convenience;
- ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
- iii. He will draw his pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- iv. All expenses related to their participation in the forum will be borne by the Asian Development Bank (ADB). **There will be no financial involvement from the Government of Bangladesh;**
- v. He will not stay abroad beyond the approved period (except for travel time);
- vi. He must report back to his office immediately upon completion of the program; and
- vii. He is required to submit a report on the forum to the Admin-2 Section of the Ministry of Environment, Forest and Climate Change within seven (7) days of his return.

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


26.08.2025

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. Cabinet Secretary, Cabinet Division, Dhaka/Principal Secretary to the Honorable Chief Adviser, Chief Adviser's Office, Dhaka.
2. Senior Secretary, Ministry of Public Administration/Ministry of Home Affairs, Dhaka.
3. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
4. Secretary, Economic Relations Division, Dhaka.
5. H.E. Ambassador of Bangladesh to the Republic of the Philippines, Embassy of Bangladesh in the Republic of the Philippines.
6. H.E. Ambassador of the Republic of the Philippines to Bangladesh, Embassy of the Republic of the Philippines in Bangladesh.
7. Mr. Mohammad Navid Safiullah, Additional Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
8. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
9. Director General, Department of Immigration and Passports, Dhaka.
10. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
11. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
12. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
13. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
14. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
15. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
16. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


26.08.2025
Jesmin Nahar
Deputy Secretary

