

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

Record No. 22.00.0000.000.052.25.0007.24.516

Date: 26 October 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 Thirty-Seventh Meeting of the Parties (MOP37) to the Montreal Protocol and Related Events in Nairobi, Kenya (02–07 November 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 **Mr. Md. Khayrul Hasan (Passport No. A13 647 864)**, Additional Secretary, Ministry of Environment, Forest and Climate Change, to attend the following meetings to be held in Nairobi, Kenya:


- 1) **The Informal Meeting on Facilitating the Implementation of the Montreal Protocol**
02 November 2025
- 2) **The Thirty-Seventh Meeting of the Parties (MOP37) to the Montreal Protocol on Substances that Deplete the Ozone Layer**
03–07 November 2025

These meetings are being organized by the **Secretariat for the Vienna Convention and its Montreal Protocol** to review global progress and challenges in the implementation of commitments to control ozone-depleting substances.

2. This approval is accorded under the following terms and conditions:

- i. The official will commence his journey to Nairobi on or around **01 November 2025** and return on or around **08 November 2025**, depending on travel convenience and approved program schedule;
- ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
- iii. The official will draw his pay and allowances in local currency, with no part drawn in foreign currency;
- iv. The **Secretariat for the Vienna Convention and its Montreal Protocol** will bear all the expenses related to his participation in the meeting(s). **There will be no financial involvement from the Government of Bangladesh ;**
- v. The official will not stay abroad beyond the approved period (except for travel time);
- vi. The official must report back to his office immediately upon completion of the event(s); and
- vii. He shall submit a report on the meeting(s) to the Administration-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.



26.10.2025
Milton Chandra Roy
Senior Assistant Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

No. 22.00.0000.000.052.25.0007.24.516/1(14)

Date: 26.10.2025

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. H.E. Ambassador of Bangladesh to the Republic of Kenya, Embassy of Bangladesh, Nairobi, Kenya.
5. H.E. Ambassador of the Republic of Kenya to Bangladesh, Embassy of Kenya, New Delhi, India (concurrently accredited).
6. Mr. Md Khayrul Hasan, Additional Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
7. Director General, Department of Immigration and Passports, Dhaka.
8. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale)**.
9. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
10. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
11. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website)**.
12. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
14. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


26.10.2025
Milton Chandra Roy
Senior Assistant Secretary

