

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

Record No. 22.00.0000.000.052.25.0007.24.477

Date: 21 September 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 9th Asia-Pacific Climate Change Adaptation (APAN) Forum on "Resilience for All: Catalyzing Transformational Adaptation", Bangkok, Thailand (28 September – 03 October 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 9th Asia-Pacific Climate Change Adaptation (APAN) Forum on "Resilience for All: Catalyzing Transformational Adaptation", to be held in **Bangkok, Thailand** from **28 September to 03 October 2025**. The participation is being arranged under the project "Building Climate Resilient Livelihoods in Vulnerable Landscapes in Bangladesh (BCRL)".

Name & Designation	Office	Program Details
Mr. Md Maruf Mohaimen Deputy Project Director & Research Officer (Passport No. E00139471)	Department of Environment, Headquarters, Dhaka (BCRL Project)	Bangkok, Thailand: 28 September – 03 October 2025 (9 th APAN Forum)

This approval is accorded under the following terms and conditions:

2. Terms and conditions
 - i. The official will commence his journey on or around 27 September 2025 and return on or around 04 October 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 his participation in the program will be borne by the Forum organizers/FAO. **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 forum; and
 - vii. He is required to submit a report on the event(s) to the Admin-2 Section of the Ministry of Environment, Forest and Climate Change within seven days of his return.
3. This order is issued with the approval of the competent authority.

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21/09/2025
Israt Shadmin
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 Environment, Dhaka.
6. Director General, Department of Immigration and Passports, Dhaka.
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
8. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
9. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
10. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
11. Mr. Md Maruf Mohaimen, Deputy Project Director & Research Officer, Department of Environment, Headquarters, Dhaka (BCRL Project).
12. Accounts Officer,.....
13. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

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21/09/2025
Israt Shadmin
Deputy Secretary

