

Government of the People's Republic of Bangladesh
Ministry of Environment, Forest & Climate Change

Admin-2 Section
www.moef.gov.bd

Record No. 22.00.0000.000.052.25.0007.24.233

Date: 08 May 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 “Rising Heat, Rising Action: Solutions for Women in a Warming World” Workshop in Thailand**

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 regional workshop titled “Rising Heat, Rising Action: Solutions for Women in a Warming World”, scheduled to be held from **02 to 04 June 2025 in Bangkok, Thailand**. The event is being organized by the Asian Development Bank (ADB) – Climate Change and Sustainable Development Department, Gender Equality Division, under TA10127-REG: Strengthening Women’s Resilience to Heat Stress in Asia and the Pacific.

| Sl. No. | Name & Designation | Office |
|---------|--|---|
| i. | Ms. Fahmida Hoque Khan Deputy Secretary | Ministry of Environment, Forest and Climate Change, Dhaka |
| ii. | Ms. Mahmudah Roksenা Sultana Divisional Forest Officer | Dhaka Social Forest Division, Forest Department, Dhaka |

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 01 June 2025 and return upon completion of the program on or around 05 June 2025, depending on travel convenience;
- 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, and no part of it shall be drawn in foreign currency;
- iv. All expenses related to their participation will be borne by the **ADB. 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 program; and
- vii. They are required to submit a report on the program 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.


08.05.2025
Jesmin Nahar
Deputy Secretary
Phone: 02-55100257
il: admin2@moef.gov.bd

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

1. Senior Secretary, Ministry of Public Administration, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
3. H.E. Ambassador of the Kingdom of Thailand to Bangladesh, Royal Thai Embassy, Dhaka.
4. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh, Bangkok.
5. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Director General, Department of Immigration and Passports, Dhaka.
7. Chief Conservator of Forests (cc), Forest Department, Dhaka.
8. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
9. Ms. Fahmida Hoque Khan, Deputy Secretary (Budget-2), Ministry of Environment, Forest and Climate Change, Dhaka **(with a request to submit a report on the acquired experience from the meeting upon its completion).**
10. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest & 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. Ms. Mahmudah Roksenা Sultana, Divisional Forest Officer, Dhaka Social Forest Division, Forest Department, Dhaka **(with a request to submit a report on the acquired experience from the meeting upon its completion).**
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.


08.05.2025
Jesmin Nahar
Deputy Secretary

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Date: 08.05.2025
Place: Dhaka, Bangladesh
Signature: Jesmin Nahar
Designation: Deputy Secretary