

Government of the People's Republic of  
Bangladesh  
Ministry of Environment, Forest and Climate  
Change  
<https://moef.gov.bd/>

**Record Number:** 22.00.0000.000.068.08.0001.21.121

Date: 19/03/2025

**Government Order**

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

The undersigned is directed to convey the approval of the Ministry of Environment, Forest & Climate Change, Government of the People's Republic of Bangladesh, for the following Officer to attend the "SBSTTA (Subsidiary Body on Scientific, Technical and Technological Advice) Bureau Planning Meeting" in **Montreal, Canada** scheduled from **01 to 03 April, 2025**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

<b>SI N O.</b>	<b>Name</b>	<b>Designation</b>	<b>Place of Posting</b>	<b>Duration &amp; Session</b>
1	<b>Mr. Md. Jahidul Kabir</b>	Deputy Chief Conservator of Forests (Current Charge)	Bangladesh Forest Department (on lien), Dhaka	<b>01 to 03 April, 2025</b> SBSTTA Bureau Planning Meeting

2. Terms and conditions:

- i. The Officers will start their journey for Canada on a convenient date near their approved duration;
- ii. The period of these meetings and the time spent for travel and transit will be treated as on duty;
- iii. They will draw their pay and allowances in local currency;
- iv. Secretariat of the Convention on Biological Diversity will bear all expenses for participation in the aforementioned workshop; **there will be no financial involvement of Bangladesh Government;**
- v. They will not be allowed to stay abroad more than the approved duration of their stay;
- vi. They shall return to their respective workplaces immediately upon returning from the meetings and
- vii. They will have to submit reports on the meetings to the Forest-3 section of the Ministry of Environment, Forest and Climate Change within seven days after their return from the events.

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



19-03-2025

Junayed kabir Suhag  
Senior Assistant Secretary  
01733141843 (Phone)  
9540210 (Fax)  
forest3@moef.gov.bd

**Copy for Kind Information and Necessary Action (Not in the order of seniority):**

1. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka;
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka;
3. H.E. High Commissioner of Bangladesh to Canada, Bangladesh High commission in Montreal, Canada;
4. H.E. High Commissioner of Canada to Bangladesh, High Commission of Canada, in Dhaka, Bangladesh;
5. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale);
6. Chief Conservator of Forests (In Charge), Bangladesh Forest Department, Dhaka;
7. Executive Director, Hazrat Shahjalal International Airport, Dhaka;
8. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka;
9. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka;
10. Private Secretary to the Hon'ble Advisor, Ministry of Environment, Forest & Climate Change, Dhaka;
11. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka;
12. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with request to upload the GO on the website). and
13. Mr. Md. Jahidul Kabir, Deputy Chief Conservator of Forests, Bangladesh Forest Department (on lien), Bana Bhaban, Dhaka.



20-03-2025

জোনায়েদ কবীর সোহাগ

Senior Assistant Secretary