

Government of the People's Republic of Bangladesh  
Ministry of Environment, Forest & Climate Change  
Admin-2 Section  
[www.moef.gov.bd](http://www.moef.gov.bd)

Record No. 22.00.0000.052.25.007.24.49

Date: 22 January 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 meeting on 'The Seventy-eighth meeting of the CITES Standing Committee' in Geneva, Switzerland, from 3 to 8 February 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 attend the the meeting on 'The Seventy-eighth meeting of the CITES Standing Committee' scheduled to take place in Geneva, Switzerland, from 3 to 8 February 2025. This approval is granted in accordance with the terms and conditions outlined below.

Sl. No.	Name of the Officer & Designation	Office
i.	Ms. Fa-Tu-Zo Khaleque Mela Wildlife & Biodiversity Conservation Officer & Associate to the CITES Management Authority of Bangladesh	Wildlife & Nature Conservation Circle Forest Department Dhaka, Bangladesh

2. Terms and conditions

- i. The officer will start their journey to Geneva, Switzerland, on a convenient date near **3 February 2025**;
- ii. The period of this course, along with the time spent for travel and transit, will be treated as on duty;
- iii. She will draw her pay and allowances in local currency. No part of it shall be drawn in foreign currency;
- iv. GIZ Secretariat will bear all expenses of the above participants for the aforesaid course. **There will be no financial involvement from the Government of Bangladesh;**
- v. She will not be allowed to stay abroad more than the approved period (except travel time);
- vi. She must return to their respective workplaces immediately after completing the course; and
- vii. She is required to submit a report on the course to the Admin-2 Section of the Ministry of Environment, Forest, and Climate Change within seven days of their return.

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

  
22.01.2025  
Milton Chandra Roy  
Senior Assistant Secretary  
Phone: 02-55100257  
Email: admin2@moef.gov.bd

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

**External**

01. Senior Secretary, Ministry of Public Administration, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador and Permanent Representative of Bangladesh to Switzerland, Permanent Mission of Bangladesh to UN Office, Switzerland.
04. H.E. Ambassador of Switzerland to Bangladesh, Embassy of Switzerland in Bangladesh.
05. Director General, Department of Immigration and Passports, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue a Note Verbale)**.
07. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

**Internal**

01. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
02. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest & Climate Change, Dhaka.
03. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
04. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with request to upload the GO on the website)**.

**Personal**

01. Ms. Fa-Tu-Zo Khaleque Mela, Wildlife & Biodiversity Conservation Officer, Wildlife & Nature Conservation Circle, Dhaka.



22.01.2025

Milton Chandra Roy  
Senior Assistant Secretary