

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. 22.00.0000.000.052.25.0007.24.246

Date: 15 May 2025

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

Subject: **Government Order for Participation in the "Exchange Visit on Planned Relocation in the Context of Climate Change and Disaster Risk Reduction" to be held in Fiji from 19–23 May 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 "**Exchange Visit on Planned Relocation in the Context of Climate Change and Disaster Risk Reduction**", to be held in **Fiji** from **19 to 23 May 2025**. The event is being organized by the International Organization for Migration (IOM) with support from the Government of Fiji:

Name & Designation	Office	Program Details
<b>Mr. Md Shahadat Hossain</b> Senior Assistant Secretary	Ministry of Environment, Forest and Climate Change, Dhaka	Fiji: 19–23 May 2025 (Exchange Visit Participation)

This approval is accorded under the following terms and conditions:

2505-2025  
2. Terms and conditions

- i. The official will commence his journey to Fiji on or around 18 May 2025 and return upon completion of the program on or around 24 May 2025;
- ii. The entire duration of the visit, including travel and **transit through Singapore**, shall be considered 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 will be borne by the International Organization for Migration (IOM) as per their policy. **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 program; and
- vii. He is required to submit a report on the exchange visit 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.

  
15.05.2025  
(Jesmin Nahar)  
Deputy Secretary  
Phone: 02-55100257  
Email: 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. High Commissioner of Bangladesh to Australia (concurrently accredited to Fiji), High Commission of Bangladesh, Canberra, Australia.
4. H.E. High Commissioner of Fiji to Bangladesh (concurrently accredited), High Commission of Fiji, New Delhi, India.
5. H.E. High Commissioner of Bangladesh to Singapore, High Commission of Bangladesh, Singapore.
6. H.E. High Commissioner of Singapore to Bangladesh, High Commission of Singapore, Dhaka, Bangladesh.
7. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
8. Director General, Department of Immigration and Passports, Dhaka.
9. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
10. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
11. Mr. Md Shahadat Hossain, Senior Assistant Secretary & Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to submit a report on the acquired experience from the exchange visit upon its completion).**
12. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
13. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
14. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
15.05.2025  
(Jesmin Nahar)  
Deputy Secretary