

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

No. 22.00.0000.052.25.007.24.623

Date: 14 October 2024

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 officials to participate in (i) the "workshop on life-cycle refrigerant management" (**27 October 2024**) and (ii) the "combined thirteenth meeting of the Conference of Parties to the Vienna Convention for the Protection of the Ozone Layer and the Thirty-Sixth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer" (**28 October to 1 November 2024**), both to be held in Bangkok, Thailand.

Sl. No.	Name & Designation	Organization
i.	Mr. Md. Ziaul Haque Director (AirQuality Management)	Department of Environment, Dhaka
ii.	Mr. Md. Mahiuddin Manik Deputy Director (Coordination)	Department of Environment, Headquarters, Dhaka

2. This approval is accorded in line with the following terms and conditions :
 - i. The Officers will start their journey to **Thailand** on a convenient date near October 27, 2024;
 - ii. The period of this workshop and meeting, including the time spent for travel and transit, will be treated as on duty;
 - iii. They will draw their pay and allowances in local currency. No part of it shall be drawn in foreign currency;
 - iv. All expences related to the participation in the workshop and meeting will be borne by the United Nations Development Programme (UNDP) under the project "Renewal of the Institutional Strengthening for the Phase-out of ODS (Phase X)". **There will be no financial involvement from the Government of Bangladesh;**
 - v. They will not be allowed to stay abroad more than the approved period (except travel days); The Officer shall return to their workplace immediately upon returning from this workshop and meeting;
 - vi. The Officer will have to submit reports on the meeting and workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after their return from the event and
 - vii. This approval replaces the previous government order (No. 22.00.0000.052.25.007.24.616, dated 02 October 2024) related to this participation.
3. This order is issued with the approval of the competent authority.

Sabrina 14/10/2024
(Sabrina Rahman)
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. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
03. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
04. Director General, Department of Environment, Dhaka.
05. Director General, Department of Immigration and Passports, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with 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 Hon'ble 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. Mr. Md. Ziaul Haque, Director (AirQuality Management), Department of Environment, Dhaka.
02. Mr. Md. Mahiuddin Manik, Deputy Director (Coordination), Department of Environment, Headquarters, Dhaka.

Sabrina 14/10/2024
(Sabrina Rahman)
Senior Assistant Secretary