

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

Record No. 22.00.0000.000.052.25.0007.24.331

Date: 01 July 2025

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

Subject: **Government Order for Participation in the "7<sup>th</sup> Greenhouse Gas (GHG) Inventory System Training Workshop", 15–18 July 2025, Almaty, Kazakhstan**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for the following officials to participate in the "7<sup>th</sup> Greenhouse Gas (GHG) Inventory System Training Workshop", to be held from **15 to 18 July 2025** in **Almaty, Kazakhstan**, jointly organized by the United Nations Office for Sustainable Development (UNOSD), with support from UN DESA, UN ESCAP, UNFCCC, IPCC, and CBIT-GSP, and hosted by the Government of Kazakhstan.

Name & Designation	Office
<b>Mr. Syed Forhad Hossain</b> Director	Department of Environment, Dhaka
<b>Mr. Md. Mahmud Hossain</b> Deputy Director	

This approval is accorded under the following terms and conditions:

2. Terms and conditions
  - i. The officials will commence their journey to Kazakhstan on or around 15 July 2025 and return upon completion of the workshop on or around 19 July 2025, subject to 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. No part of it shall be drawn in foreign currency;
  - iv. All expenses related to their participation will be borne by the organizer (UNOSD and its partners).  
**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 office immediately upon completion of the workshop; and
  - vii. They are required to submit a report on the workshop to the Admin-2 Section of the Ministry of Environment, Forest, and Climate Change within seven days of her return.
3. This order is issued with the approval of the competent authority.

  
01.07.2025

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. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
2. H.E. Ambassador of Bangladesh to the Republic of Kazakhstan, Embassy of Bangladesh, Moscow, Russian Federation (Accredited to Kazakhstan).
3. H.E. Ambassador of the Republic of Kazakhstan to Bangladesh, Embassy of the Republic of Kazakhstan, New Delhi, Republic of India (Accredited to Bangladesh).
4. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
5. Director General, Department of Immigration and Passports, Dhaka.
6. Director General, Department of Environment, Dhaka.
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale)**.
8. Mr. Syed Forhad Hossain, Director, Department of Environment, Dhaka **(with a request to submit a report on the acquired experience from the events upon completion)**.
9. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
10. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website)**.
11. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
12. Mr. Md. Mahmud Hossain, Deputy Director, Department of Environment, Headquarters, Dhaka **(with a request to submit a report on the acquired experience from the events upon completion)**.
13. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
14. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
01.07.2025  
Jesmin Nahar  
Deputy Secretary

