

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

Record No. 22.00.0000.052.25.004.24.115

Date: 05 March 2025

To: Chief Accounts and Finance Officer(s)
Cabinet Division/Ministry of Environment, Forest and Climate Change
Segun Bagicha, Dhaka

Subject: **Government Order for H.E. Ms. Syeda Rizwana Hasan's Participation in the Ministerial Roundtable on Water Security in London, UK**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for Her Excellency **Ms. Syeda Rizwana Hasan, Honorable Adviser**, Ministry of Environment, Forest and Climate Change, to attend the Ministerial Roundtable on Tackling Water Security Across the Climate-Nature-Development Nexus, scheduled to be held on **13 March 2025** at St. James's Palace, **London, United Kingdom**. Following this event, Her Excellency will also attend the Water and Climate Reception at Buckingham Palace, London, United Kingdom. This approval is granted under the following terms and conditions:

2. Terms and conditions
 - i. Her Excellency will commence her journey to the United Kingdom (UK) on 10 or 11 March 2025, or on a convenient date near that, and depart the UK on 14 or 15 March 2025, or on a convenient date near that;
 - ii. The duration of the visit, including travel and transit, shall be considered on duty;
 - iii. Her Excellency shall draw her pay and allowances in local currency. No part of it shall be drawn in foreign currency;
 - iv. The UK Government will provide funding for Her Excellency's round-trip business-class airfare;
 - v. As per her entitlement, accommodation, daily subsistence allowance (DSA), and other associated expenses shall be covered under the Cabinet Division's 'Travel Expenses' Budget Code: 03-1040301-100121-3244101; and
 - vi. She will not stay abroad beyond the approved period, except for necessary travel time.
3. This order is issued with the approval of the competent authority.



05.03.2025

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

No. 22.00.0000.052.25.004.24.86/1(24)

Date: 05.03.2025

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

1. Cabinet Secretary, Cabinet Division, Dhaka/Principal Secretary to the Honorable Chief Adviser, Chief Adviser's Office, Dhaka.
2. Senior Secretary, Ministry of Public Administration, Dhaka.
3. Senior Secretary, Ministry of Home Affairs, Dhaka.
4. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
5. H.E. High Commissioner, Bangladesh High commission, London, UK.
6. H.E. British High Commissioner to Bangladesh, British High commission, Dhaka, Bangladesh.
7. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
8. Director General, Department of Environment, Dhaka.
9. Chairman, Bangladesh Forest Industries Development Corporation, Dhaka.
10. Managing Director, Bangladesh Climate Change Trust, Dhaka.
11. Chairman, Bangladesh Rubber Board, Chattogram.
12. Director, Bangladesh National Herbarium, Dhaka.
13. Chief Conservator of Forests (CC), Forest Department, Dhaka.
14. Director, Bangladesh Forest Research Institute, Chattogram.
15. Director General, Department of Immigration and Passports, Dhaka.
16. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with a request to issue Note Verbale**).
17. Private Secretary to the Honorable Adviser, Ministry of Environment, Forest & Climate Change, Dhaka (for the kind information of the Honorable Adviser).
18. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
19. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with a request to upload the GO on the MoEFCC website**).
20. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
21. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
22. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.



05.03.2025

(Milton Chandra Roy)
Senior Assistant Secretary