

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. 22.00.0000.052.25.007.24.80

Date: 10 February 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 Third LDCs Future Forum in Lusaka, Zambia, from 01 to 03 April 2025**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for **Ms. Mst. Mohsina Akter Banu, Deputy Secretary**, Ministry of Environment, Forest and Climate Change, to attend the "Third LDCs Future Forum," scheduled to take place in **Lusaka, Zambia**, from **01 to 03 April 2025**. This approval is granted in accordance with the terms and conditions outlined below:

2. Terms and conditions

- i. The officer will commence her journey to **Lusaka, Zambia**, on a convenient date near 01 April 2025;
- ii. The period of the forum, along with the time spent on 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. The United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries, and Small Island Developing States (UN-OHRLS) will bear all expenses of the above participant for the aforesaid forum. **There will be no financial involvement from the Government of Bangladesh;**
- v. She will not be allowed to stay abroad beyond the approved period (except for travel time);
- vi. She must return to her workplace immediately after completing the forum; and
- vii. She is required to submit a report on the forum 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.

  
16.02.2025  
(Jesmin Nahar)  
Deputy Secretary  
Phone: 02-55100257  
Email: admin2@moef.gov.bd

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

**External**

01. Senior Secretary, Ministry of Public Administration, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
03. Secretary, Economic Relations Division, Dhaka.
04. H.E. High Commissioner, High Commission of the Republic of Zambia, New Delhi, India.
05. Ms. Rabab Fatima, Under-Secretary-General and High Representative, the United Nations Office of the High Representative for the Least-Developed Countries, Landlocked Developing Countries and Small Island Developing States (UN-OHRLLS).
06. Director General, Department of Immigration and Passports, Dhaka.
07. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
08. Director General, Multilateral Economic Affairs Wing, Ministry of Foreign Affairs, Dhaka,
09. Ms Farida Yasmeen, Minister, Permanent Mission of Bangladesh to the United Nations, Diplomat Centre, 820 2<sup>nd</sup> Avenue, 4<sup>th</sup> Floor, New York, NY 10017, USA.
10. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
11. 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 a request to upload the GO on the website).**

**Personal**

01. Ms. Mst. Mohsina Akter Banu, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.

  
10.02.2025  
(Jesmin Nahar)  
Deputy Secretary