

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)

No. 22.00.0000.052.25.007.24.613

Date: 01 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 and Climate Change, Government of the People's Republic of Bangladesh for **Ms. Asma Shaheen, Deputy Secretary**, Ministry of Environment, Forest and Climate Change, Dhaka, to attend the "Sub-Regional Workshop on Hazardous Wastes and Chemicals Emergencies," scheduled to take place in **Jakarta, Indonesia**, from **14 to 17 October 2024**. This approval is accorded in line with the outlined terms and conditions.

2. Terms and conditions:

- i. The Officer may commence her journey to **Indonesia** on a convenient date close to October 14, 2024;
- ii. The period of this workshop and the time spent for travel, **including transit through Malaysia**, 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. Secretariat of the Basel, Rotterdam and Stockholm Convention will bear all expenses related to her participation in the aforesaid workshop; **there will be no financial involvement from the Government of Bangladesh**;
- v. She will not be allowed to stay abroad more than the approved period (excluding travel time);
- vi. She shall return to her workplace immediately after returning from the workshop and
- vii. She will have to submit reports on the workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the event.

3. This order is issued with the approval of the competent authority.



01.10.2024  
(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, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador to the Republic of Indonesia, Embassy of Bangladesh in Jakarta, Indonesia.
04. H.E. Ambassador to the People's Republic of Bangladesh, Embassy of the Republic of Indonesia in Dhaka, Bangladesh.
05. H.E. High Commissioner of Bangladesh in Malaysia, High Commission for the People's Republic of Bangladesh in Malaysia.
06. Director General, Department of Immigration and Passports, Dhaka.
07. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
08. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
09. 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. Ms. Asma Shaheen, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.

  
01.10.2024  
(Jesmin Nahar)  
Deputy Secretary