

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

Record No. 22.00.0000.000.052.25.0007.24.291

Date: 02 June 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 “Country-Led Initiative (CLI) in Support of the United Nations Forum on Forests (UNFF21)” in Agadir, Morocco (16–18 June 2025)**

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 the following official to participate in the international event titled “Country-Led Initiative (CLI) in support of the United Nations Forum on Forests (UNFF21)”, scheduled to be held from **16 to 18 June 2025** in **Agadir, Morocco**:

Name & Designation	Office	Program Details
Ms. Sharmin Akter Divisional Forest Officer	Wildlife Management & Nature Conservation Division, Dhaka	Agadir, Morocco: 16–18 June 2025 (Country-Led Initiative in Support of UNFF21)

This approval is accorded under the following terms and conditions:

2. Terms and conditions
 - i. The official will depart for Morocco on or around **15 June 2025** and return on or around **19 June 2025** after completion of the program;
 - ii. The entire duration of the visit, including travel and transit, shall be considered as on duty;
 - iii. She will draw her pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
 - iv. All expenses related to her participation will be borne by the Government of Morocco/organizers of the Country-Led Initiative as per their policy. **There will be no financial involvement from the Government of Bangladesh;**
 - v. She will not stay abroad beyond the approved period (except for travel time);
 - vi. She must report back to her office immediately upon completion of the program; and
 - vii. She is required to submit a report on the program 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.


02.06.2025
Milton Chandra Roy
Senior Assistant 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 Kingdom of Morocco, Embassy of Bangladesh, Rabat, Morocco.
3. H.E. Ambassador of the Kingdom of Morocco to Bangladesh, Embassy of Morocco, Dhaka, 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 (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
7. Chief Conservator of Forests (cc), Forest Department, Dhaka.
8. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
9. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
10. Ms. Sharmin Akter, Divisional Forest Officer, Wildlife Management & Nature Conservation Division, Dhaka **(with a request to submit a report on the acquired experience from the event upon completion).**
11. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
12. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
13. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
14. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


02.06.2025
Milton Chandra Roy
Senior Assistant Secretary

