

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. 22.00.0000.052.25.007.24.72

Date: 04 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 Regional Cross-Learning Workshop in Bangkok, Thailand, from 03 to 05 March 2025**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for **Ms. Jesmin Nahar, Deputy Secretary**, Ministry of Environment, Forest and Climate Change, to attend the "Regional Cross-Learning Workshop: Delivering Solutions - Accelerating Gender-Responsive Climate Action in Asia and the Pacific," scheduled to take place in **Bangkok, Thailand**, from **03 to 05 March 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 Bangkok, Thailand, on a convenient date near 03 March 2025;
- ii. The period of the workshop, 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. UN Women and UNEP will bear all expenses of the above participant for the aforesaid event. **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 workshop; and
- vii. She is 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.

  
04.02.2025

Milton Chandra Roy  
Senior Assistant Secretary  
Phone: 02-55100257  
Email: [admin2@moef.gov.bd](mailto: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. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
04. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
05. Director General, Department of Immigration and Passports, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale)**.
07. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. 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. Jesmin Nahar, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.

  
64.02.2025  
Milton Chandra Roy  
Senior Assistant Secretary