

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. 22.00.0000.000.052.25.0007.24.243

Date: 13 May 2025

To: Chief Accounts and Finance Officer  
Ministry of Environment, Forest and Climate Change  
Segun Bagicha, Dhaka

Subject: **Government Order for Participation in the “TCAF, CI-Dev and PMI Global Knowledge Forum 2025 followed by the Innovate for Climate (I4C) Conference” to be held in Spain from 8-12 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 officials to participate in the TCAF, CI-Dev and PMI Global Knowledge Forum 2025 followed by the Innovate for Climate (I4C) Conference, to be held in Seville, Spain from 8 to 12 June 2025.

Name & Designation	Office
<b>Mr. Abdullah-Al-Mamun</b> Executive Magistrate (Senior Assistant Secretary)	Department of Environment, Dhaka
<b>Mr. Md Mirza Asadul Kibriya</b> Assistant Director (Climate Change)	

This approval is accorded under the following terms and conditions:

2. Terms and conditions
  - i. The officials will commence their journey to Spain on or around 7 June 2025 and return upon completion of the program on or around 13 June 2025;
  - ii. The entire duration of the visit, including travel and transit, shall be considered as on duty;
  - iii. They will draw their pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
  - iv. All expenses related to the participation of the above officials will be borne by the World Bank.  
**There will be no financial involvement from the Government of Bangladesh;**
  - v. They will not stay abroad beyond the approved period (except for travel time);
  - vi. They must report back to their respective offices immediately upon completion of the program; and
  - vii. Each official is required to submit a report on the acquired experience from the forum to the Admin-2 Section of the Ministry of Environment, Forest, and Climate Change within seven days of return.
3. This order is issued with the approval of the competent authority.

  
13.05.2025  
(Jesmin Nahar)  
Deputy Secretary  
Phone: 02-55100257  
Email: admin2@moef.gov.bd

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

1. Senior Secretary, Ministry of Public Administration, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
3. H.E. Ambassador of Bangladesh to Spain, Embassy of Bangladesh, Madrid.
4. H.E. Ambassador of Spain to Bangladesh, Embassy of Spain, Dhaka.
5. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Director General, Department of Immigration and Passports, Dhaka.
7. Director General, Department of Environment, Dhaka.
8. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
9. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
10. Mr. Abdullah-Al-Mamun, Executive Magistrate (Senior Assistant Secretary), Department of Environment, Dhaka **(with a request to submit a report on the acquired experience from the event upon its 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. Mr. Md Mirza Asadul Kibriya, Assistant Director, Department of Environment, Dhaka **(with a request to submit a report on the acquired experience from the event upon its completion).**
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
13.05.2025  
(Jesmin Nahar)  
Deputy Secretary

13.05.2025