

Government of the People's Republic of Bangladesh  
Ministry of Environment, Forest & Climate Change  
Administration-2 Section  
[www.moef.gov.bd](http://www.moef.gov.bd)

Record No. 22.00.0000.000.052.25.0007.24.363

Date: 23 July 2025

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

Subject: Government Order for Participation in the "2<sup>nd</sup> UN Food Systems Summit Stocktake (UNFSS+4)" to be held from 27-29 July 2025 in Addis Ababa, Ethiopia

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for the following official to participate in the "2<sup>nd</sup> UN Food Systems Summit Stocktake (UNFSS+4)" to be held from 27 to 29 July 2025 in Addis Ababa, Ethiopia.

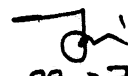
Name & Designation	Office	Program Details
Mr. Md Khayrul Hasan Additional Secretary	Ministry of Environment, Forest, and Climate Change, Dhaka	Participation in the "2 <sup>nd</sup> UN Food Systems Summit Stocktake (UNFSS+4)", Addis Ababa, Ethiopia, 27-29 July 2025

This approval is accorded under the following terms and conditions:

2. Terms and conditions

- The official will travel to Addis Ababa, Ethiopia on or around 26 July 2025 and return to Bangladesh on or around 30 July 2025, subject to flight availability and travel convenience;
- The entire duration of the visit, including travel and transit, shall be treated as on duty;
- The official shall draw his pay and allowances in local currency; no part of it shall be drawn in foreign currency;
- All expenses related to his participation in the event will be borne by Asian Development Bank (ADB) as per their rules and regulations. There will be no financial involvement from the Government of Bangladesh;
- The official shall not stay abroad beyond the approved period (except for travel time);
- He must report back to his office immediately upon completion of the event; and
- He is required to submit a report on the event to the Admin-2 Section of the Ministry of Environment, Forest and Climate Change within seven (7) working days of return.

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

  
23.07.2025  
Jesmin Nahar

Deputy Secretary  
Phone: 02-55100257  
Email: admin2@moef.gov.bd

No. 22.00.0000.000.052.25.0007.24.363/1(14)

Date: 23.07.2025

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

1. Cabinet Secretary, Cabinet Division, Dhaka/Principal Secretary to the Honorable Chief Adviser, Chief Adviser's Office, Dhaka.
2. Senior Secretary, Ministry of Public Administration/Ministry of Home Affairs, Dhaka.
3. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
4. H.E. Ambassador of Bangladesh to Ethiopia, Embassy of Bangladesh, Addis Ababa, Ethiopia
5. H.E. Ambassador of Ethiopia to Bangladesh (resident in New Delhi), Embassy of the Federal Democratic Republic of Ethiopia, New Delhi, India
6. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
7. Mr. Md Khayrul Hasan, Additional Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
8. Director General, Department of Immigration and Passports, Dhaka.
9. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with a request to issue Note Verbale).
10. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
11. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with a request to upload the GO on the MoEFCC website).
12. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
14. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
23.07.2025  
Jesmin Nahar  
Deputy Secretary

