

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

Record No. 22.00.0000.000.052.25.0007.24.370

Date: 29 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 "Study Visit on Enhancing Resilience to Extreme Heat through Early Warning and Gender-Responsive Action," Incheon, Republic of Korea, 12–14 August 2025**

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 *"Study Visit on Enhancing Resilience to Extreme Heat through Early Warning and Gender-Responsive Action"* under TA10127-REG: Strengthening Women's Resilience to Heat Stress in Asia and the Pacific, scheduled to be held from **12 to 14 August 2025** at the United Nations Office for Disaster Risk Reduction's Global Education and Training Institute (UNDRR GETI), **Incheon, Republic of Korea.**

Name & Designation	Office	Program Details
Ms. Dil Afruza Begum Deputy Secretary (Passport No. E00052547)	Ministry of Environment, Forest, and Climate Change, Dhaka	Participation in the "Study Visit on Enhancing Resilience to Extreme Heat through Early Warning and Gender-Responsive Action," Incheon, Republic of Korea, 12–14 August 2025

This approval is accorded under the following terms and conditions:

2. Terms and conditions
 - i. The official will travel to Incheon, Republic of Korea on or around 11 August 2025 and return to Bangladesh on or around 15 August 2025, subject to flight availability and travel convenience;
 - ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
 - iii. The official shall draw her pay and allowances in local currency; no part of it shall be drawn in foreign currency;
 - iv. All expenses related to her participation will be borne by the Asian Development Bank (ADB) as per their rules and regulations. **There will be no financial involvement from the Government of Bangladesh;**
 - v. The official shall not stay abroad beyond the approved period (except for travel time);
 - vi. She must report back to her office immediately upon completion of the event; and
 - vii. She is required to submit a report on the visit 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.


29.07.2025

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/Ministry of Home Affairs, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
3. H.E. Ambassador of Bangladesh to the Republic of Korea, Embassy of Bangladesh in the Republic of Korea.
4. H.E. Ambassador of the Republic of Korea to Bangladesh, Embassy of the Republic of Korea in Bangladesh.
5. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Director General, Department of Immigration and Passports, Dhaka.
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
8. Ms. Dil Afruza Begum, Deputy Secretary, Ministry of Environment, Forest, and Climate Change, Dhaka.
9. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
10. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
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.



29.07.2025

Jesmin Nahar
Deputy Secretary

