

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. 22.00.0000.000.052.25.0005.24.492

Date: 08 October 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 International Conference on Green Project Development for Climate Change Response and Adaptation, Incheon, Republic of Korea (28-30 October 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 *International Conference on Green Project Development for Climate Change Response and Adaptation*, jointly organized by the United Nations Climate Technology Centre and Network (UN CTCN), Incheon Technopark (ITP), and Horin Co. Ltd., to be held in **Incheon, Republic of Korea** from **28 to 30 October 2025**:

Sl. No.	Name & Designation	Office	Passport No.
i.	<b>Dr. Md Kamruzzaman NDC</b> Director General	Department of Environment, Headquarters, Dhaka	E00 105 026
ii.	<b>Mr. Salman Chowdhury Shawon</b> Deputy Director (Current Charge)		A00 245 891

2. This approval is accorded under the following terms and conditions:

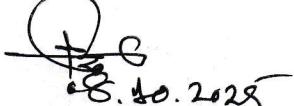
- i. The officials will commence their journey to South Korea on or around 27 October 2025 and return on or around 31 October 2025, subject to travel convenience;
- ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
- iii. They will draw their pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- iv. All expenses related to their participation, including airfare, accommodation, and daily subsistence allowance, will be borne by the organizing bodies — the UN CTCN, Incheon Technopark (ITP), and Horin Co. Ltd. **There will be no financial involvement from the Government of Bangladesh;**
- v. They will not stay abroad beyond the approved period (except for unavoidable travel time);
- vi. They must report back to their office immediately upon completion of the program; and
- vii. Each official 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 (07) days of return.

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

  
08.10.2025  
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. Principal Secretary to the Honorable Chief Advisor, Chief Advisor's Office, 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. Dr. Md Kamruzzamann, NDC, Director General, Department of Environment, Headquarters, Dhaka **(with a request to submit a report on the acquired experience from the event upon completion).**
8. Executive Director, Hazrat Shahjalal International Airport, 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 & 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. Mr. Salman Chowdhury Shawon, Deputy Director (Current Charge), Department of Environment, Headquarters, Dhaka **(with a request to submit a report on the acquired experience from the event upon completion).**
14. Accounts Officer.....
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
8.10.2025  
Milton Chandra Roy  
Senior Assistant Secretary

