

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

No. 22.00.0000.052.25.003.24.588

Date: 15 September 2024

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

The undersigned is directed to convey the approval of the Ministry of Environment, Forest & Climate Change, Government of the People's Republic of Bangladesh, for **Mr. Mohammad Razib Siddique, Deputy Secretary**, Ministry of Environment, Forest and Climate Change, Dhaka, to attend the Climate Adaptation Investment Planning Forum 2024 (CAIP2024), scheduled to be held in **Manila, the Philippines**, from **17 to 18 September 2024**. This approval is accorded in line with the outlined terms and conditions.

2. Terms and conditions:

- i. The Officer will start his journey for **the Philippines** on a convenient date near 17 September 2024;
- ii. The period of this forum and the time spent for travel and transit will be treated as on duty;
- iii. He will draw his pay and allowances in local currency. No part of it shall be drawn in foreign currency;
- iv. Asian Development Bank (ADB) will bear all expenses related to participation in the aforesaid forum; **there will be no financial involvement from the Government of Bangladesh**;
- v. He will not be allowed to stay abroad more than the approved period (excluding travel time);
- vi. He shall return to his workplace immediately after returning from the forum and
- vii. He will have to submit reports on the forum to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the event.
- viii. This approval annuls the previous government order (22.00.0000.052.25.003.24.465, dated 04 August 2024) nominating Mr. Wadud Chowdhury, Joint Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.

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


15.09.2024
(Jesmin Nahar)
Deputy Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

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

External

01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
03. Secretary, Economic Relations Division, Ministry of Finance, Dhaka.
04. H.E. Ambassador of Bangladesh to the Philippines, Embassy of Bangladesh in the Philippines.
05. H.E. Ambassador of the Philippines to Bangladesh, Embassy of the Philippines in Bangladesh.
06. Director General, Department of Immigration and Passports, Dhaka.
07. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with request to issue a Note Verbale).**
08. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
09. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

Internal

01. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
02. Mr. Mohammad Abdul Wadud Chowdhury, Joint Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
03. Private Secretary to the Hon'ble Advisor, Ministry of Environment, Forest & Climate Change, Dhaka.
04. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
05. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with request to upload the GO on the website).**

Personal

01. Mr. Mohammad Razib Siddique, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka


15.09.2024
(Jesmin Nahar)
Deputy Secretary