

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. 22.00.0000.052.25.007.24.19

Date: 09 January 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 "Meghna Knowledge Forum II" in New Delhi, India, from 11 to 13 February 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 attend the "Meghna Knowledge Forum II" scheduled to take place in **New Delhi, India**, from **11 to 13 February 2025**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

Sl. No.	Name & Designation	Office
i.	<b>Ms. Shamima Begum</b> Joint Secretary	Ministry of Environment, Forest, and Climate Change, Dhaka
ii.	<b>Ms. Farhana Mustari</b> Deputy Director	Department of Environment, Headquarters, Dhaka

2. Terms and conditions

- i. The officials will start their journey for **New Delhi, India** on a convenient date near 11 February 2025;
- ii. The period of this forum, along with the time spent for travel and transit, will be treated as on duty;
- iii. They will draw their pay and allowances in local currency. No part of it shall be drawn in foreign currency;
- iv. The International Union for Conservation of Nature (IUCN) will bear all expenses of the above participants for the aforesaid forum. **There will be no financial involvement from the Government of Bangladesh;**
- v. They will not be allowed to stay abroad more than the approved period (except travel time);
- vi. They must return to their respective workplaces immediately after completing the forum; and
- vii. They are required to submit a report on the forum to the Admin-2 Section of the Ministry of Environment, Forest, and Climate Change within seven days of her return.

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

  
09.01.2025  
(Jesmin Nahar)

Deputy Secretary

Phone: 02-55100257

Email: [admin2@moef.gov.bd](mailto:admin2@moef.gov.bd)

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

**External**

01. Senior Secretary, Ministry of Public Administration, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
03. H.E. High Commissioner of Bangladesh to India, High Commission of Bangladesh in India.
04. H.E. High Commissioner of India to Bangladesh, High Commission of India in Bangladesh.
05. Director General, Department of Environment, Dhaka.
06. Director General, Department of Immigration and Passports, Dhaka.
07. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a 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. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest & Climate Change, Dhaka.
03. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
04. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with request to upload the GO on the website).**

**Personal**

01. Ms. Shamima Begum, Joint Secretary, Ministry of Environment, Forest, and Climate Change, Dhaka.
02. Ms. Farhana Mustari, Deputy Director, Department of Environment, Headquarters, Dhaka

  
09.01.2025  
(Jesmin Nahar)  
Deputy Secretary