

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. 22.00.0000.000.052.25.0007.24.417

Date: 21 August 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 Twenty-eighth Meeting of the Adaptation Committee (AC), Bonn, Germany (15–19 September 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 official to participate in the Twenty-eighth Meeting of the Adaptation Committee (AC), to be held in **Bonn, Germany** from **15 to 19 September 2025**.


Name & Designation	Office	Program Details
<b>Mr. Mirza Shawkat Ali</b> Director (Passport No. <b>E00 009 717</b> )	Department of Environment, Dhaka	Germany: 15–19 September 2025 (28 <sup>th</sup> Meeting of the Adaptation Committee)

This approval is accorded under the following terms and conditions:

2. Terms and conditions

- The official will commence his journey to Germany on or around 14 September 2025 and return on or around 20 September 2025, depending on travel convenience;
- The entire duration of the visit, including travel and transit, shall be treated as on duty;
- He will draw his pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- All expenses related to his participation in the meeting will be borne by the United Nations Climate Change Secretariat. **There will be no financial involvement from the Government of Bangladesh;**
- He will not stay abroad beyond the approved period (except for travel time);
- He must report back to his office immediately upon completion of the meeting; and
- He is required to submit a report on the meeting to the Admin-2 Section of the Ministry of Environment, Forest and Climate Change within seven days of his return.

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

  
21.08.2025

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

No. 22.00.0000.000.052.25.0007.24.417/1(14)

Date: 21.08.2025

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

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
2. H.E. Ambassador of Bangladesh to the Federal Republic of Germany, Embassy of Bangladesh in Berlin, Germany.
3. H.E. Ambassador of the Federal Republic of Germany to Bangladesh, Embassy of Germany in Dhaka, Bangladesh.
4. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
5. Director General, Department of Environment, 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. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
9. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
10. Mr. Mirza Shawkat Ali, Director, Department of Environment, 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. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
14. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.



21.08.2025

Jesmin Nahar  
Deputy Secretary

