

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)

No. 22.00.0000.052.25.007.24.628

Date: 16 October 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, and Climate Change, Government of the People's Republic of Bangladesh, for **Ms. Sabrina Rahman, Senior Assistant Secretary**, Ministry of Environment, Forest and Climate Change, Dhaka, to attend the Asia-Pacific Regional Workshop on UNFCCC negotiations as part of the European Capacity Building Initiative (ecbi) Training and Support Programme (TSP), scheduled to be held from **22 to 24 October 2024 in Kathmandu, Nepal**.

2. This approval is accorded in line with the following terms and conditions :
  - i. The Officer may commence her journey to **Nepal** on a convenient date close to October 22, 2024;
  - ii. The period of this workshop and the time spent for travel and transit will be treated as on duty;
  - iii. She will draw her pay and allowances in local currency. No part of it shall be drawn in foreign currency;
  - iv. International Centre for Climate Change and Development (ICCCAD) will bear all expenses related to her participation in the aforesaid workshop; **there will be no financial involvement from the Government of Bangladesh**;
  - v. She will not be allowed to stay abroad more than the approved period (excluding travel time);
  - vi. She shall return to her workplace immediately after returning from the workshop and
  - vii. She will have to submit reports on the workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the event.
3. This order is issued with the approval of the competent authority.

  
16.10.2024

Md. Sawkatul Ambia  
Assistant 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, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador of Bangladesh to Nepal, Embassy of Bangladesh in Nepal.
04. H.E. Ambassador of Nepal to Bangladesh, Embassy of Nepal in Bangladesh.
05. Director General, Department of Immigration and Passports, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue a Note Verbale**).
07. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. 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 Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
03. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with request to upload the GO on the website**).

**Personal**

01. Ms. Sabrina Rahman, Senior Assistant Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.



16.10.2024

Md. Sawkatul Ambia  
Assistant Secretary