

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

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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 11th Regional Dialogue on Biodiversity Finance for Europe, Asia and the Pacific, Da Nang, Vietnam (23–25 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 11th Regional Dialogue on Biodiversity Finance for Europe, Asia and the Pacific, to be held in **Da Nang, Vietnam** from **23 to 25 September 2025**.


Name & Designation	Office	Program Details
Ms. Munira Sultana Joint Secretary (Passport No. E00 136 091)	Ministry of Environment, Forest and Climate Change, Dhaka	Vietnam: 23–25 September 2025 (11 th Regional Dialogue on Biodiversity Finance)

This approval is accorded under the following terms and conditions:

2. Terms and conditions

- The official will commence her journey to Vietnam on or around 22 September 2025 and return on or around 26 September 2025, depending on travel convenience;
- The entire duration of the visit, including travel and transit, shall be treated as on duty;
- She will draw her pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- All expenses related to her participation in the dialogue will be borne by the organizer(s) (UNDP-BIOFIN-the United Nations Development Programme's Biodiversity Finance Initiative). **There will be no financial involvement from the Government of Bangladesh;**
- She will not stay abroad beyond the approved period (except for travel time);
- She must report back to her office immediately upon completion of the program; and
- She is required to submit a report on the dialogue 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.


21.08.2025

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

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

1. Senior Secretary, Ministry of Public Administration/Ministry of Home Affairs, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
3. H.E. Ambassador of Bangladesh to Vietnam, Embassy of Bangladesh in Vietnam.
4. H.E. Ambassador of the Socialist Republic of Vietnam to Bangladesh, Embassy of Vietnam in Bangladesh.
5. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, 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. Ms. Munira Sultana, Joint Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
9. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
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. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
14. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


21.08.2025
Jesmin Nahar
Deputy Secretary

