

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. 22.00.0000.000.052.25.0007.24.421

Date: 24 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 Technical Workshop on Gender Action Plan & Capacity-Building Session for National Gender and Climate Change Focal Points (NGCCFPs), Addis Ababa, Ethiopia (05–07 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 *Technical Workshop to Facilitate the Design of Gender Action Plan Activities (05–06 September 2025)*, followed by the *Capacity-Building Session for National Gender and Climate Change Focal Points (NGCCFPs) on Gender-Mainstreaming, Social Inclusion and Climate Finance (07 September 2025)*, to be held in **Addis Ababa, Ethiopia**.

| Name & Designation   | Office  | Program Details  |
|--|---|--|
| Ms. Jesmin Nahar<br>Deputy Secretary<br>(Passport No. F00 010 671) | Ministry of Environment,<br>Forest and Climate Change,<br>Dhaka | Ethiopia: 05–07 September 2025<br>(Technical Workshop on Gender<br>Action Plan & Capacity-Building<br>Session for NGCCFPs) |

This approval is accorded under the following terms and conditions:

2. Terms and conditions

- i. The official will commence her journey to Ethiopia on or around 04 September 2025 and return on or around 08 September 2025, depending on travel convenience;
- ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
- iii. She will draw her pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- iv. All expenses related to her participation in the event(s) will be borne by UN Women. **There will be no financial involvement from the Government of Bangladesh;**
- v. She will not stay abroad beyond the approved period (except for travel time);
- vi. She must report back to her office immediately upon completion of the program; and
- vii. 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.

  
24.08.2025  
Milton Chandra Roy  
Senior Assistant 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 Ethiopia, Embassy of Bangladesh, Addis Ababa, Ethiopia.
4. H.E. Ambassador of Ethiopia to Bangladesh (resident in New Delhi), Embassy of the Federal Democratic Republic of Ethiopia, New Delhi, India.
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. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
9. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest & Climate Change, Dhaka.
10. Ms. Jesmin Nahar, Deputy Secretary, 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.

  
24.08.2025

Milton Chandra Roy  
Senior Assistant Secretary

