

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

Record No. 22.00.0000.000.052.25.0007.24.584

Date: 27 November 2025

Government Order

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 **"Regional Workshop and Peer-to-Peer Learning on Advancing NDCs and NAPs Implementation"**, scheduled to be held from **1–3 December 2025** in Bangkok, Thailand, organized by the **Asian Development Bank (ADB)**.

Sl. No.	Name	Designation	Office
i.	Ms. Munira Sultana (Passport No. E00136091)	Joint Secretary	Ministry of Environment, Forest and Climate Change, Dhaka

2. This approval is accorded under the following terms and conditions:

- i. The nominated official will commence her journey to Thailand on or around **30 November 2025** and return on or around **4 December 2025**, subject to travel convenience and approved program schedule;
- 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 participation in the workshop will be **borne by the Asian Development Bank (ADB). There will be no financial involvement from the Government of Bangladesh ;**
- v. The official shall not stay abroad beyond the approved period (except for travel time);
- vi. She must report back to her office **immediately upon completion** of the workshop; and
- vii. She is required to submit a **brief report** on the workshop to the **Administration-2 Section, Ministry of Environment, Forest and Climate Change**, within **seven (07) days** of her return.

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


27.11.2025
Milton Chandra Roy
Senior Assistant Secretary
Phone: 02-55100257
Email: admin2@moefc.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 Thailand, Embassy of Bangladesh in Thailand.
4. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
5. Additional Secretary (All), Ministry of Environment, Forest & 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 Honourable Adviser, 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. Chief Accounts and Finance Officer, Ministry of Environment, Forest and Climate Change, Segun Bagicha, Dhaka.
14. Accounts Officer.....
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

Rc
27.11.2025

Milton Chandra Roy
Senior Assistant Secretary

