

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

Record No. 22.00.0000.000.052.25.0001.25.481

Date: 23 September 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 12th Meeting of Partners (MOP12) of the East Asian-Australasian Flyway Partnership (EAAFP), Cebu, Philippines (08–12 November 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 officials to participate in the 12th Meeting of Partners (MOP12) of the East Asian-Australasian Flyway Partnership (EAAFP), to be held at Shangri-La Mactan Hotel, **Cebu, Philippines**, from 08 to 12 November 2025.

| Sl. No. | Name & Designation | Office | Program Details |
|---------|---|--|--|
| i. | Dr. Md. Zagrul Hossain Deputy Chief Conservator of Forests (cc) & EAAFP Focal Person of Bangladesh (Passport No. E00 122 177) | Social Forest Wing, Bana Bhaban, Agargaon, Dhaka | Participation in the 12 th EAAFP Meeting of Partners (MOP12), Cebu, Philippines, 08–12 November 2025 |
| ii. | Mr. Md. Humayun Kabir Divisional Forest Officer (Passport No. E00 152 084) | Sylhet Forest Division, Sylhet | |

This approval is accorded under the following terms and conditions:

2. Terms and conditions
 - i. The officials will commence their journey to the Philippines on or around 07 November 2025 and return on or around 13 November 2025, subject to travel convenience;
 - ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
 - iii. They will draw their pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
 - iv. All expenses related to their participation will be fully borne by the Asian Development Bank (ADB). **There will be no financial involvement from the Government of Bangladesh;**
 - v. They will not stay abroad beyond the approved period (except for unavoidable travel time);
 - vi. They must report back to their respective offices immediately upon completion of the program; and
 - vii. Each official 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 (07) days of return.
3. This order is issued with the approval of the competent authority.

W S
23/09/2025
Israt Shadmin
Deputy Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

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 Republic of the Philippines, Embassy of Bangladesh in the Republic of the Philippines.
3. H.E. Ambassador of the Republic of the Philippines to Bangladesh, Embassy of the Republic of the Philippines in Bangladesh.
4. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
5. Director General, Department of Immigration and Passports, Dhaka.
6. Chief Conservator of Forests, Forest Department, 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. **Dr. Md. Zaglul Hossain**, Deputy Chief Conservator of Forests (cc) & EAAFP Focal Person of Bangladesh, Social Forest Wing, Bana Bhaban, Agargaon, Dhaka.
10. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
11. **Mr. Md. Humayun Kabir**, Divisional Forest Officer, Sylhet Forest Division, Sylhet.
12. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
13. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
14. Accounts Officer,.....
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

Wf S
23/09/2025
Israt Shadmin
Deputy Secretary

