

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

Record No. 22.00.0000.000.052.25.0007.24.436

Date: 28 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 SACEP Workshops in Bangkok, Thailand (02–05 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 officials to participate in the international workshops organized by the South Asia Co-operative Environment Programme (SACEP) to be held in **Bangkok, Thailand**. The workshops are scheduled as follows: *Articles of Association Review Workshop – 02–03 September 2025 & Strategic Planning Workshop (PLEASE Project) – 04–05 September 2025*.

Sl. No.	Name & Designation	Office	Passport No.
i.	Mr. Md Saifur Rahman Joint Secretary	Ministry of Environment, Forest & Climate Change, Dhaka	E00 256 407
ii.	Mr. Md Mahbubur Rahman Chief Research Officer	Bangladesh Forest Research Institute, Chattogram	E00 047 657
iii.	Mr. Md Yusuf Mehedi Assistant Director	Bangladesh Climate Change Trust, Dhaka	E00 120 166

This approval is accorded under the following terms and conditions:

2. Terms and conditions
 - i. The officials will commence their journey to Thailand on or around 01 September 2025 and will return on or around 06 September 2025, depending on their individual travel convenience and approved programs;
 - ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
 - iii. The officials will draw pay and allowances in local currency, with no part drawn in foreign currency;
 - iv. All expenses related to their participation in the forum will be borne by the SACEP Secretariat.
There will be no financial involvement from the Government of Bangladesh;
 - v. They will not stay abroad beyond the approved period (except for travel time);
 - vi. They must report back to their respective offices immediately upon completion of the program; and
 - vii. They are required to submit a report on the workshops to the Administration-2 Section of the Ministry of Environment, Forest and Climate Change within seven (7) days of their return.
3. This order is issued with the approval of the competent authority.


28.08.2025
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. Cabinet Secretary, Cabinet Division, Dhaka/Principal Secretary to the Honorable Chief Adviser, Chief Adviser's Office, Dhaka.
2. Senior Secretary, Ministry of Public Administration/Ministry of Home Affairs, Dhaka.
3. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
4. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
5. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
6. Managing Director, Bangladesh Climate Change Trust, Dhaka.
7. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
8. Director General, Department of Immigration and Passports, Dhaka.
9. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
10. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
11. Director, Bangladesh Forest Research Institute, Chattogram.
12. Dr. Md Saifur Rahman, Joint Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
13. Dr. Md Mahbubur Rahman, Chief Research Officer, Bangladesh Forest Research Institute, Chattogram.
14. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
15. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
16. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
17. Mr. Md Yusuf Mehedi, Assistant Director, Bangladesh Climate Change Trust, Dhaka.
18. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
19. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


28.08.2025
Jesmin Nahar
Deputy Secretary

