

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. 22.00.0000.000.052.25.0007.24.118

Date: 24 March 2026

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 "Southeast Asia-South Asia Preparatory Meeting for COP31 and Santa Marta Conference," jointly organized by Climate Action Network Southeast Asia, Oxfam, and Fossil Fuel Treaty Initiative, to be held from 25-26 March 2026 in Kuala Lumpur, Malaysia.

Sl. No.	Name	Designation	Office
i.	Mr. Kawsar Ahammad	Senior Assistant Secretary	Ministry of Environment, Forest and Climate Change, Dhaka

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

- i. The official will undertake travel to Kuala Lumpur, Malaysia on or around 24 March 2026 and return on or around 27 March 2026, subject to travel convenience and approved programme schedule;
- ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
- iii. He will draw his 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 Forum, including airfare, accommodation, and subsistence, 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 reasonable travel time;
- vi. He must **report back to his office immediately** upon return; and
- vii. A **brief participation report** must be submitted to the **Administration-2 Section**, Ministry of Environment, Forest and Climate Change, within **seven (07) days** of his return.

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


24.03.2026
(Milton Chandra Roy)
Senior Assistant Secretary
Phone: 02-55100257
Email: admin2@moefcc.gov.bd

No. 22.00.0000.000.052.25.0007.24.118/1(14)

Date: 24.03.2026

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. Secretary, Economic Relations Division, Dhaka.
3. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
4. H.E. Ambassador of Bangladesh to the Republic of the Malaysia, Embassy of Bangladesh in the Republic of the Malaysia
5. H.E. High Commissioner of Malaysia to Bangladesh, High commission of Malaysia in Dhaka.
6. Additional Secretary (All), Ministry of Environment, Forest & Climate Change, Dhaka.
7. Director General, Department of Immigration and Passports, Dhaka.
8. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
9. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
10. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with a request to upload the GO on the MoEFCC website**).
11. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
12. **Mr. Kawsar Ahammad**, Senior Assistant Secretary, Ministry of Environment, Forest and 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.



24.03.2026

(Milton Chandra Roy)

Senior Assistant Secretary

