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.**417** Date:- 19 October 2026

Government Order

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for the following official and Associate to the CITES Management Authority of Bangladesh, to participate in the "81st Meeting of the Standing Committee of CITES", to be held in **Geneva, Switzerland**, from **02 to 06 November 2026**.

Sl. No.	Name	Designation	Office
i.	**Ms. Fa-Tu-Zo Khaleque Mela** (Passport No.: E00181052)	Wildlife and Biodiversity Conservation Officer	Wildlife and Nature Conservation Circle, Dhaka, Bangladesh Forest Department

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

i. She shall travel to Geneva, Switzerland, to participate in the meeting from 02 to 06 November 2026 and return to Bangladesh upon completion of the programme;
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. No part thereof shall be drawn in foreign currency;
iv. The International Union for Conservation of Nature (IUCN), Bangladesh, shall bear the expenses for round-trip economy-class air tickets and the corresponding daily subsistence allowance (DSA). There shall be **no financial involvement from the Government of Bangladesh**;
v. She shall not remain abroad beyond the approved period except for reasonable travel time;
vi. She shall report to her office immediately upon return; and
vii. She shall submit a brief report on the event to the Acting Secretary, Ministry of Environment, Forest and Climate Change, within seven (07) working days of her return.

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

19.10.2026
(Milton Chandra Roy)
Deputy Secretary
Phone No. +880 2-23357240
Email: admin2@moefcc.gov.bd

No. 22.00.0000.000.052.25.0007.24.**417**/1(14) Date: 19.10.2026

Copy for kind information and necessary action (Not According to Seniority):

1. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
3. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
4. H.E. Ambassador and Permanent Representative of Bangladesh to Switzerland, Permanent Mission of Bangladesh to UN Office, Switzerland.
5. H.E. Ambassador of Switzerland to Bangladesh, Embassy of Switzerland in Bangladesh.
6. Additional Secretary (All), Ministry of Environment, Forest & Climate Change, Dhaka.
7. Director General, Department of Immigration and Passports, Dhaka.
8. Chief Conservator of Forests (Current in-Charge), Forest Department, Dhaka.
9. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (with a request to issue Note Verbale).
10. Executive Director, Hazrat Shahjalal International Airport, 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 Acting Secretary (Senior Assistant Secretary), Ministry of Environment, Forest & Climate Change, Dhaka (for the kind information of the Acting Secretary).
13. Chief Accounts and Finance Officer, Ministry of Environment, Forest and Climate Change, Segun Bagicha, Dhaka.
14. **Ms. Fa-Tu-Zo Khaleque Mela,** Wildlife and Biodiversity Conservation Officer, Wildlife and Nature Conservation Circle, Dhaka, Bangladesh Forest Department.
15. Accounts Officer.....
16. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

19.10.2026
(Milton Chandra Roy)
Deputy Secretary