



No. 22.00.0000.052.25.001.21.345

Date: 04.07.2023

To: Chief Accounts and Finance Officer  
Ministry of Environment, Forest and Climate Change  
Segun Bagicha, Dhaka


The undersigned is directed to convey the approval of Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer for attending a training titled "Training Course on Adaptation to Climate Change" to be held in **Japan** from **21 August 2023** to **28 September 2023** under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	<b>Md Arefin Badal</b>	Deputy Director	Department of Environment, Khulna Divisional Office, Khulna.

2. Terms and conditions:

- i. The Officer will start his journey for **Japan** on a convenient date near 21 August 2023;
- ii. The period of this training and the time spent for travel and transit will be treated as on duty;
- iii. He will draw his pay and allowances in local currency; **there will be no financial involvement of Bangladesh Government;**
- iv. JICA (Japan International Co-operation Agency) will bear all expenses of the aforesaid training;
- v. He will not be allowed to stay abroad more than the approved period;
- vi. He shall return to his respective workplace immediately after returning from the training and
- vii. He will have to submit reports on the training to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the training.

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

  
04.07.2023  
(Jesmin Nahar)

Senior Assistant Secretary

Phone: 02-55100257

Email: admin2@moef.gov.bd

Copy for kind information and necessary action (Not in order of seniority):

**External**


01. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. H.E. Ambassador of Bangladesh to Japan, Embassy of Bangladesh in Japan.
03. H.E. Ambassador of Japan to Bangladesh, Embassy of Japan in Bangladesh.
04. Director General, Department of Environment, Dhaka.
05. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
06. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
07. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

**Internal**

01. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
02. Private Secretary to the Hon'ble Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
03. Private Secretary to the Hon'ble Deputy Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
04. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
05. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with request to upload the GO on the website**).

**Personal**

01. Mr. Md Arefin Badal, Deputy Director, Department of Environment, Khulna Divisional Office, Khulna.

  
04.07.2023  
(Jesmin Nahar)

Senior Assistant Secretary