



No. 22.00.0000.052.25.002.24.25

Date: 08 January 2024

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

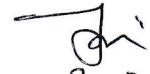
The undersigned is directed to convey the approval of Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officers attending the "JCM Global Partnership Meeting", scheduled to be held in **Tokyo, Japan** from **February 27th to 29th, 2024**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i	Dr. Syed Shahjahan Ahmed	Deputy Secretary	Ministry of Environment, Forest and Climate Change, Dhaka
ii.	Mirza Shawkat Ali	Director	Department of Environment, Dhaka

2. Terms and conditions:

- i. The Officers will start their journey for **Japan** on a convenient date near 27 February 2024;
- ii. The period of this meeting and the time spent for travel and transit will be treated as on duty;
- iii. They will draw their pay and allowances in local currency;
- iv. Institute for Global Environmental Strategies (IGES) will bear all expenses of the aforesaid meeting, **there will be no financial involvement of Bangladesh Government;**
- v. They will not be allowed to stay abroad more than the approved period;
- vi. They shall return to their respective workplace immediately after returning from the meeting and
- vii. They will have to submit reports on the meeting to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after their return from the event.

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


08.01.2024
(Jesmin Nahar)

Deputy Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

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

External


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

Internal

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

Personal

01. Mr. Dr. Syed Shahjahan Ahmed, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
02. Mr. Mirza Shawkat Ali, Director, Department of Environment, Dhaka.


08.01.2024
(Jesmin Nahar)
Deputy Secretary