



No. 22.00.0000.052.25.002.24.280

Date: 05 May 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 the Ministry of Environment, Forest & Climate Change, Government of the People's Republic of Bangladesh, for the following officers to attend the 'Regional Training of Trainers (ToT) on Legal Documentation,' scheduled to be held from **27 to 31 May 2024** in **Paro, Bhutan**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

| Sl No. | Name                      | Designation                                  | Place of Posting   |
|--------|---------------------------|--|--|
| i.     | <b>Ms. Noor Jahan</b>     | Wildlife & Biodiversity Conservation Officer | Wildlife Management & Nature Conservation Division, Chattogram |
| ii.    | <b>Ms. Nargis Sultana</b> | Wildlife Inspector                           | Wildlife Crime Control Unit, Bana Bhaban, Agargaon, Dhaka.     |

2. Terms and conditions:

- i. The Officers will start their journey for **Bhutan** on a convenient date near May 27, 2024;
- ii. The period of this training 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. South Asia Wildlife Enforcement Network (SAWEN) Secretariat in collaboration with the Government of Bhutan will bear all expenses of the aforesaid training, **there will be no financial involvement of Bangladesh Government**;
- v. They will not be allowed to stay abroad more than their approved period;
- vi. They shall return to their respective workplaces immediately upon returning from the training; and
- vii. They 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 their return from the event.

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

  
05.05.2024

(Jesmin Nahar)

Deputy Secretary

Phone: 02-55100257

Email: [admin2@moef.gov.bd](mailto: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 Bhutan, Embassy of Bangladesh in Thimphu, Bhutan.
03. H.E. Ambassador of Bhutan to Bangladesh, Royal Bhutanese Embassy in Dhaka, Bangladesh.
04. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
05. Director General, Department of Immigration and Passports, Dhaka.
06. Chief Conservator of Forests (CC), Forest Department, Dhaka.
07. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. 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 Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
04. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with request to upload the GO on the website**).

**Personal**

01. Ms. Noor Jahan, Wildlife & Biodiversity Conservation Officer, Wildlife Management & Nature Conservation Division, Chattogram
02. Ms. Nargis Sultana, Wildlife Inspector, Wildlife Crime Control Unit, Bana Bhaban, Agargaon, Dhaka.

  
05.05.2024  
(Jesmin Nahar)  
Deputy Secretary