



No. 22.00.0000.052.25.002.24.175

Date: 11 March 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 officer to attend a workshop titled 'Capacity Building Workshop on Corporate Climate Disclosure', scheduled to be held from **18 to 19 April 2024**, in **Tokyo, Japan**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

SI No.	Name	Designation	Place of Posting
i.	Ms. Zawata Afnan	Assistant Director (Natural Resource Management)	Department of Environment, Headquarters, Dhaka

2. Terms and conditions:

- i. The Officer will start her journey for **Japan** on a convenient date near April 18, 2024;
- ii. The period of this workshop and the time spent for travel and transit will be treated as on duty;
- iii. She will draw her pay and allowances in local currency;
- iv. Asian Development Bank will bear all expenses of the aforesaid workshop, **there will be no financial involvement of Bangladesh Government;**
- v. She will not be allowed to stay abroad more than the approved period;
- vi. She shall return to her workplace immediately upon returning from the workshop and
- vii. She will have to submit reports on the workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the workshop.

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

11.03.2024  
(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**

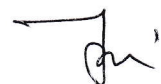
01. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. H.E. Ambassador of Bangladesh to Japan, Embassy of Bangladesh in Japan.
03. H.E. Ambassador of Japan to Bangladesh, Embassy of Japan in Bangladesh.
04. Director General, Department of Environment, Dhaka.
05. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
06. Director General, Department of Immigration and Passports, 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. Zawata Afnan, Assistant Director (Natural Resource Management), Department of Environment, Headquarters, Dhaka.

  
11.03.2024  
(Jesmin Nahar)  
Deputy Secretary