



No. 22.00.0000.052.25.001.21.751

Date: 26.12.2023

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 the Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh, in favor of the following Officer attending a training course titled 'Issue-focused Training Course on High Level Seminar on JICA Clean City Initiative (JCCI) (B) (202210195J001)'. The training course is scheduled to be held in Japan from **January 21<sup>st</sup> to 27<sup>th</sup>, 2024**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Mr. Abu Nayeem Mohammed Maruf Khan	Deputy Secretary	Ministry of Environment, Forest & Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for **Japan** on a convenient date near 21 January 2024;
- ii. The period of this training course 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;
- iv. JICA (Japan International Coopertaiton Agency) will bear all expenses of the aforesaid training course, **there will be no financial involvement of Bangladesh Government;**
- v. He will not be allowed to stay abroad more than the approved period and
- vi. He will have to submit a report on the training course to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the course;

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

26.12.2023

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

**Personal**

01. Mr. Abu Nayeem Mohammed Maruf Khan, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.

  
26.12.2023  
(Jesmin Nahar)  
Deputy Secretary