



No. 22.00.0000.052.25.001.21.760

Date: 28.12.2023

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 Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer attending a training titled "Issue-Focused Training Course on Capacity Building towards Air Quality Management (202208449J001)" to be held in **Japan** from **January 23rd to February 22nd, 2024** under the terms and conditions described in paragraph 2.

SI No.	Name	Designation	Place of Posting
i.	Mohammad Abdul Motalib	Deputy Director (Air Quality Management)	Department of Environment, Headquarters

2. Terms and conditions:

- i. The Officer will start his journey for **Japan** on a convenient date near 23 January 2024;
- 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;
- iv. JICA (Japan International Coopertaiton Agency) will bear all expenses of the aforesaid training, **there will be no financial involvement of Bangladesh Government;**
- 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.


28.12.2023
(Jesmin Nahar)

Deputy Secretary
Phone: 223357240
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. Secretary, Economic Relations Division, 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 (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
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 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. Mohammad Abdul Motalib, Deputy Director (Air Quality Management), Department of Environment, Headquarters


28.12.2023
(Jesmin Nahar)
Deputy Secretary