



No. 22.00.0000.052.25.002.24.12

Date: 03 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 Officer attending the "Course on the Compilation of Energy and Air Emission Accounts" to be held in **Chiba, Japan** from **February 05th to 15th, 2024**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Ms. Tanjina Akter	Assistant Director	Department of Environment, Headquarters

2. Terms and conditions:

- i. The Officer will start her journey for **Japan** on a convenient date near 05 February 2024;
- ii. The period of course 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. Statistics Dept. of the IMF, in collaboration with the United Nations Statistical Institute for Asia and Pacific will bear all expenses of the aforesaid course, **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 respective workplace immediately after returning from the course and
- vii. She will have to submit reports on the course to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the event.

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


03.01.2024
(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. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. Secretary, Statistics and Informatics Division, Ministry of Planning, 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. 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. Ms. Tanjina Akter, Assistant Director, Department of Environment, Headquarters, Dhaka.


03.01.2024
(Jesmin Nahar)
Deputy Secretary