



No. 22.00.0000.052.25.002.24.11

Date: 02 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 Officers attending the "Regional Dialogue on National Biodiversity Strategies and Action Plans (NBSAPs) for countries in South and East Asia" to be held in **Tokyo, Japan** from **January 23rd to 26th, 2024**. This approval is in accordance with the terms and conditions outlined in paragraph 2.

SI No.	Name	Designation	Place of Posting
i.	Mr. Md. Hasan Hasibur Rahman	Deputy Director (Planning)	Department of Environment, Headquarters
ii.	Mr. Md. Sharifuzzaman	Wildlife & Biodiversity Conservation Officer	Management Plan Unit, Ban Bhaban, Bangladesh Forest Department, Agargaon, Dhaka.

2. Terms and conditions:

- i. The Officers will start their journey for **Japan** on a convenient date near 23 January 2024;
- ii. The period of dialogue 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. The Secretariat of the Convention on Biological Diversity will bear all expenses of the aforesaid dialogue, **there will be no financial involvement of Bangladesh Government;**
- v. They will not be allowed to stay abroad more than the approved period;
- vi. They shall return to their respective workplace immediately after returning from the dialogue and
- vii. They will have to submit reports on the dialogue 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.


02-01-2024
(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. 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, Department of Immigration and Passports, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
07. Chief Conservator of Forests (CC), Forest Department, Dhaka.
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. Mr. Md. Hasan Hasibur Rahman, Deputy Director (Planning), Department of Environment, Headquarters.
02. Mr. Md. Sharifuzzaman, Wildlife & Biodiversity Conservation Officer, Management Plan Unit, Ban Bhaban, Bangladesh Forest Department, Agargaon, Dhaka.


02.01.2024
(Jesmin Nahar)
Deputy Secretary