



No. 22.00.0000.052.25.001.21.489

Date: 31.08.2023

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 & Climate Change, Government of the People's Republic of Bangladesh, in favor of the following Officers attending a program titled '2nd Global Forest Resources Assessment (FRA) 2025 Workshop for Asian Countries', scheduled to be held in Tokyo, Japan from 30 October to 02 November 2023 under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Md. Zaheer Iqbal	Deputy Conservator of Forests	RIMS Unit, Bana Bhaban, Agargaon, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for Japan on a convenient date near 30 October 2023;
- ii. The period of this workshop 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; **there will be no financial involvement of Bangladesh Government;**
- iv. Food and Agricultural Organization of the UN (FAO) in collaboration with Japan will bear all expenses of the aforesaid workshop;
- 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 workshop and
- vii. He 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 his returning from the workshop.

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

31.08.2023
(Jesmin Nahar)

Senior Assistant 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, Embassy of Bangladesh in Tokyo, Japan.
03. H.E. Ambassador, Embassy of Japan in Dhaka, Bangladesh.
04. Chief Conservator of Forests, Forest Department, Dhaka.
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. 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. Zaheer Iqbal, Deputy Conservator of Forests, RIMS Unit, Bana Bhaban, Agargaon, Dhaka.


31.08.2023
(Jesmin Nahar)

Senior Assistant Secretary