



No. 22.00.0000.052.25.001.21.528

Date: 13 September 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 an event titled '16th Kawasaki International Eco-Tech Fair' to be held in **Japan** from **15th to 16th November 2023** under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Md Shahadat Hossain	Senior Assistant Secretary	Ministry of Environment, Forest and Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for **Japan** on a convenient date near 15 November 2023;
- ii. The period of this event 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. United Nations Industrial Development Organization (UNIDO) will bear all expenses of the aforesaid event;
- 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 event and
- vii. He will have to submit reports on the event to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the event.

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

W S
13/09/2023
(Israt Shadmin)

Deputy Secretary

Phone: 02-55100257

Email: 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. 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 Shahadat Hossain, Senior Assistant Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.

HS
13/09/2023
(Israt Shadmin)
Deputy Secretary