



No. 22.00.0000.052.25.003.22(1).213

Date: 09.04.2023

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 Government of the People's Republic of Bangladesh in favour of the following Officer for attending a training course titled "Forestry and Climate Science Visiting Fellows Program 2023 (FoCaS-VEP)" to be held at **New Hampshire, USA** from **03.06.2023** to **July (six-week)** under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Ms. Laila Abeda Aktar	Research Officer	Bangladesh Forest Research Institute, Chattogram

2. Terms and conditions:

- i. The Officer will start her journey for **USA** on a convenient date near 03 June 2023;
- ii. The period of this training 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, **there will be no financial involvement of Bangladesh Government;**
- iv. Compass Program of USAid Bangladesh and US Forest Service International Program will bear all expenses of the aforesaid training course;
- v. She will not be allowed to stay abroad more than the approved period (except travel time);
- vi. She shall return to her respective workplace immediately after returning from the training course; and
- vii. She will have to submit reports on the training course to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her returning from the training course.

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

Md. Falzur Rahman

Assistant Secretary

Phone: 02-55100157

Email: admin2@moef.gov.bd

09.04.2023

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 USA, Embassy of Bangladesh in Washington, DC, USA.
04. H.E. Ambassador of USA to Bangladesh, Embassy of USA in Dhaka, Bangladesh.
05. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
06. Director (In-Charge), Bangladesh Forest Research Institute.
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. Ms. Laila Abeda Aktar, Research Officer, Bangladesh Forest Research Institute, Chattogram.


Md. Faizur Rahman
Assistant Secretary
09.04.2023