



No. 22.00.0000.052.007.2018.320

Date: 12.06.2023

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 for attending a workshop titled "20th Workshop on Greenhouse Gas Inventories in Asia (WGIA20)" to be held in **Hokkaido, Japan** from **26 to 29 June 2023** under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	<b>Md. Rezaul Karim</b>	Director (Deputy Secretary) (Admin)	Department of Environment

2. Terms and conditions:

- i. The Officer will start his journey for **Japan** on a convenient date near 26 June 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. National Institute for Environmental Studies of 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 return from the workshop.

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

  
12.06.2023  
Md. Faizur Rahman  
Assistant Secretary  
Phone: 02-55100157  
Email: admin2@moef.gov.bd

Copy for kind information and necessary action (Not in order of seniority):

**External**

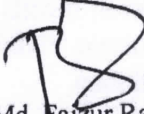
01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador of Bangladesh to Japan, Embassy of Bangladesh in Japan.
04. H.E. Ambassador of Japan to Bangladesh, Embassy of Japan in Bangladesh.
05. Director General, Department of Environment, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
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. Mr. Md. Rezaul Karim, Director (Deputy Secretary) (Admin), Department of Environment, Dhaka.

  
Md. Faizur Rahman  
Assistant Secretary