

Government of the People's Republic of Bangladesh  
Ministry of Environment, Forest & Climate Change  
Administration-2 Section  
[www.moef.gov.bd](http://www.moef.gov.bd)

Record No. 22.00.0000.000.052.25.0007.24.511

Date: 20 October 2025

To: Chief Accounts and Finance Officer  
Ministry of Environment, Forest and Climate Change  
Segun Bagicha, Dhaka

Subject: **Government Order (GO) for Participation in the "Training and Experience-Sharing Program" organized by the Save Elephant Foundation, Chiang Mai, Thailand (25 October – 03 November 2025)**

The undersigned is directed to convey the approval of the Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh, for the following officials to participate in the "Training and Experience-Sharing Program" scheduled to be held at Elephant Nature Park, Chiang Mai, Thailand, from 25 October to 03 November 2025 (10 days), organized by the Save Elephant Foundation:

Sl. No.	Name & Designation	Office
i.	<b>Ms. Sharmin Akter</b> Divisional Forest Officer (Passport No. E00263446)	Wildlife Management & Nature Conservation Division, Bana Bhaban, Mohakhali, Dhaka
ii.	<b>Mr. Tareq Rahman</b> Assistant Conservator of Forests (Officer-in-Charge)	Safari Park, Gazipur, Wildlife Management & Nature Conservation Division, Dhaka

This approval is accorded under the following terms and conditions:

2. Terms and conditions

- i. The officials will commence their journey to Thailand on or around 24 October 2025 and return on or around 04 November 2025, subject to travel convenience;
- ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
- iii. They will draw their pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- iv. All expenses related to her participation in the program will be borne by the **Save Elephant Foundation**. **There will be no financial involvement from the Government of Bangladesh**;
- v. They will not stay abroad beyond the approved period (except for unavoidable travel time);
- vi. They must report back to their respective offices immediately upon completion of the program; and
- vii. They are required to submit a report on the program to the Admin-2 Section of the Ministry of Environment, Forest and Climate Change within seven (07) days of their return.

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

  
20.10.2025  
Milton Chandra Roy  
Senior Assistant Secretary  
Phone: 02-55100257  
Email: admin2@moef.gov.bd

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

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
2. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
3. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
4. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
5. Director General, Department of Immigration and Passports, Dhaka.
6. Chief Conservator of Forests, Forest Department, Dhaka.
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with a request to issue Note Verbale).
8. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
9. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest & Climate Change, Dhaka.
10. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with a request to upload the GO on the MoEFCC website).
11. Ms. Sharmin Akter, Divisional Forest Officer, Wildlife Management & Nature Conservation Division, Bana Bhaban, Mohakhali, Dhaka
12. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Mr. Tareq Rahman, Assistant Conservator of Forests (Officer-in-Charge), Safari Park, Gazipur, Wildlife Management & Nature Conservation Division, Dhaka.
14. Accounts Officer.....
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
20.10.2025  
Milton Chandra Roy  
Senior Assistant Secretary

