

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

No. 22.00.0000.052.25.007.24.629

Date: 17 October 2024

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 Course on "Developing Policy-Making Abilities for Sustainable Forest Management" in Japan (05 November - 04 December 2024).**

Sir,

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 **Mr. Md. Shofiqul Islam, Divisional Forest Officer, Coastal Forest Division, Bangladesh Forest Department, Patuakhali** to attend the training course titled "**Developing Policy Making Abilities for Sustainable Forest Management**" (**202311646J001**). This course is scheduled to take place from **05 November to 04 December 2024 in Japan** and is part of the project aimed at enhancing coastal resilience through technology-based forest management. This approval is accorded in line with the following terms and conditions.

2. Terms and Conditions :

- i. The Officer will start his journey for **Japan** on a convenient date near November 05, 2024;
- ii. The period of this training 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. No part of it shall be drawn in foreign currency;
- iv. Japan International Cooperation Agency (JICA) will bear all expenses related to his participation in the aforesaid training course. **There will be no financial involvement from the Government of Bangladesh;**
- v. He will not be allowed to stay abroad more than the approved period (except travel days);
- vi. The Officer shall return to his workplace immediately upon returning from the training course and
- vii. He 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 his return from the course.

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

Sincerely Yours,

*Sabrina* 17/10/2024  
(Sabrina Rahman)  
Senior Assistant Secretary  
Phone: 02-55100257  
Email: [admin2@moef.gov.bd](mailto:admin2@moef.gov.bd)

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

#### **External**

01. Secretary, Economic Relations Division, Ministry of Finance, Dhaka.
02. Foreign 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 a request to issue Note Verbale).**
06. Director General, Department of Immigration and Passports, Dhaka.
07. Chief Conservator of Forests (cc), Bangladesh Forest Department, Dhaka.
08. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
09. 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 Advisor, Ministry of Environment, Forest & Climate Change, Dhaka.
03. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
04. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the website).**

#### **Personal**

01. Mr. Md. Shofiqul Islam, Divisional Forest Officer, Coastal Forest Division, Bangladesh Forest Department, Patuakhali.

*Sabrina* 17/10/2024  
(Sabrina Rahman)  
Senior Assistant Secretary