

Government of the People's Republic of Bangladesh
Ministry of Environment, Forest & Climate Change
Administration-2 Section
www.moef.gov.bd

Record No. 22.00.0000.000.052.25.0007.24.424

Date: 24 August 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 on “Biodiversity Conservation and Human Wellbeing”, Khao Yai, Thailand (31 August – 05 September 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 official to participate in the “Biodiversity Conservation and Human Wellbeing” training, to be held in **Khao Yai, Thailand** from **31 August to 05 September 2025**.


Name & Designation	Office	Program Details
Mr. Shawkat Imran Arafat Director (Current Charge) (Passport No. E00 054 421)	National Botanical Garden, Mirpur, Dhaka	Thailand: 31 August – 05 September 2025 (Training on Biodiversity Conservation and Human Wellbeing)

This approval is accorded under the following terms and conditions:

2. Terms and conditions

- i. The official will commence his journey to Thailand on or around 30 August 2025 and return on or around 06 September 2025, depending on travel convenience;
- ii. The entire duration of the visit, including travel and transit, shall be considered as on duty;
- iii. He will draw his pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- iv. All expenses related to his participation in the event will be borne by the organizer(s) [GIZ]. **There will be no financial involvement from the Government of Bangladesh;**
- v. He will not stay abroad beyond the approved period (except for travel time);
- vi. He must report back to his office immediately upon completion of the program; and
- vii. He is required to submit a report on the training program to the Admin-2 Section of the Ministry of Environment, Forest, and Climate Change within seven days of his return.

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


24.08.2025

Jesmin Nahar

Deputy Secretary

Phone: 02-55100257


Email: admin2@moef.gov.bd

No. 22.00.0000.000.052.25.0007.24.424/1(13)

Date: 24.08.2025

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. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website)**.
10. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
11. Mr. Shawkat Imran Arafat, Director (Current Charge), National Botanical Garden, Mirpur, Dhaka.
12. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


24.08.2025
Jesmin Nahar
Deputy Secretary

