

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)

Record No. 22.00.0000.052.25.007.24.77

Date: 10 February 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 "Regional Workshop on Knowledge Management for Biodiversity (KM4B)" in Bangkok, Thailand, from 11 to 13 March 2025, along with Travel Approval for Family Members for Medical Purposes**

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. Abu Nayeem Mohammed Maruf Khan, Deputy Secretary**, to attend the "Regional Workshop on Knowledge Management for Biodiversity (KM4B)" scheduled to take place in **Bangkok, Thailand**, from **11 to 13 March 2025**. This approval is granted under the following terms and conditions:

2. Terms and conditions

- i. The Officer will start his journey for **Bangkok** on a convenient date near 11 March 2025;
- ii. The period of this workshop, along with 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. The Government of Denmark will bear all expenses of the aforesaid workshop. **There will be no financial involvement from the Government of Bangladesh;**
- v. The Government also approves the travel of Mr. Abu Nayeem Mohammed Maruf Khan's spouse, **Ms. Rifat Akhter**, and their two children, **Mahpara Nuzhat Parissa** and **Razbeer Adiyan Khan**, to accompany him during his visit to Thailand for medical purposes. All expenses related to their travel, accommodation, and medical needs will be borne personally by Mr. Abu Nayeem Mohammed Maruf Khan, **with no financial involvement from the Government of Bangladesh;**
- vi. He and his family will not stay abroad beyond the approved period (except for travel time);
- vii. Mr. Abu Nayeem Mohammed Maruf Khan must return to his workplace immediately after completing the workshop;
- viii. He is required to submit a report on the workshop to the Admin-2 Section of the Ministry of Environment, Forest, and Climate Change within seven days of his return; and
- ix. The order issued in the memorandum number 22.00.0000.052.25.007.24.50, dated 23 January 2025 is hereby cancelled.

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



10.02.2025

(Jesmin Nahar)  
Deputy 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. Senior Secretary, Ministry of Public Administration, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
04. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
05. Director General, Department of Immigration and Passports, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue a 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 Honorable 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 request to upload the GO on the website).**

**Personal**

01. Mr. Abu Nayeem Mohammed Maruf Khan, Deputy Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.

  
10.02.2025  
(Jesmin Nahar)  
Deputy Secretary