

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

Record No. 22.00.0000.000.052.25.0007.24.324

Date: 29 June 2025

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

Subject: **Government Order for Participation in the "Regional Training Workshop on Air Quality Data Analysis" to be held in Kathmandu, Nepal from 30 June to 04 July 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 "Regional Training Workshop on Air Quality Data Analysis," to be held from **30 June to 04 July 2025** at the ICIMOD Office in **Kathmandu, Nepal**. The training is being organized by the International Centre for Integrated Mountain Development (ICIMOD).

Name & Designation	Office	Program Details
Ms. Shahanj Rahman Deputy Director (Air-Quality Management)	Department of Environment, Headquarters, Dhaka	Regional Training Workshop on Air Quality Data Analysis, 30 June–04 July 2025, ICIMOD, Kathmandu, Nepal

This approval is accorded under the following terms and conditions:

2. Terms and conditions
 - i. The official will commence her journey to Kathmandu on or around 29 June 2025 and return on or around 05 July 2025, subject to travel arrangements;
 - ii. The entire duration of the visit, including travel and transit, shall be considered as on duty;
 - iii. She will draw her pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
 - iv. All expenses related to his participation, including international/local transport, accommodation, meals, and event costs, will be borne by the organizer (ICIMOD). **There will be no financial involvement from the Government of Bangladesh;**
 - v. She will not stay abroad beyond the approved period (except for travel time);
 - vi. She must report back to her office immediately upon completion of the workshop; and
 - vii. She 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 her return.
3. This order is issued with the approval of the competent authority.



29.06.2025

Jesmin Nahar

Deputy Secretary

Phone: 02-55100257

Email: admin2@moef.gov.bd

No. 22.00.0000.000.052.25.0007.24.324/1(13)

Date: 29.06.2025

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 Nepal, Embassy of Bangladesh in Nepal.
3. H.E. Ambassador of Nepal to Bangladesh, Embassy of Nepal in Bangladesh.
4. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
5. Director General, Department of Immigration and Passports, Dhaka.
6. Director General, Department of Environment, Dhaka.
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale)**.
8. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website)**.
9. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
10. Ms. Shahanaj Rahman, Deputy Director (Air-Quality Management), Department of Environment, Headquarters, Dhaka **(with a request to submit a report on the acquired experience from the event upon completion)**.
11. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
12. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


29.06.2025
Jesmin Nahar
Deputy Secretary

