

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

Record No. 22.00.0000.000.052.25.0007.24.593

Date: 04 December 2025

Government Order


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 **International Workshop on Forest Fire Management and Air Quality Improvement in the Hindu Kush Himalaya (HKH)**, scheduled to be held from **11–13 December 2025** in **Kathmandu, Nepal**, organized by the International Centre for Integrated Mountain Development (ICIMOD).

Sl. No.	Name	Designation	Office
i.	Mr. Md Momin Bhuiyan	Assistant Director	Department of Environment Kishoreganj District Office, Kishoreganj
ii.	Mr. Saddam Hossain	Research Officer	Bangladesh Forest Research Institute (BFRI), Chattogram (Veneer and Composite Wood Products Division)

2. This approval is accorded under the following terms and conditions:

- The officials will undertake travel to Nepal on or around **10 December 2025** and return on or around **14 December 2025**, subject to travel convenience and flight availability;
- The entire duration of the visit, including travel and transit, shall be treated as on duty;
- They will draw their pay and allowances in **local currency**, and no part of it shall be drawn in foreign currency;
- All expenses related to participation in the workshop will be borne by **ICIMOD. There will be no financial involvement from the Government of Bangladesh;**
- The officials shall **not stay abroad beyond the approved period**, except for reasonable travel time;
- They must **report back to their respective offices immediately** upon return; and
- A **brief participation report** must be submitted to the **Administration-2 Section**, 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.


04.12.2025

Milton Chandra Roy
Senior Assistant Secretary
Phone: 02-55100257
Email: admin2@moefcc.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 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 & Climate Change, Dhaka.
5. Director General, Department of Immigration and Passports, Dhaka.
(With a request to kindly take necessary steps for issuance of official passports in favour of the nominated officials).
- (Attention: Concerned Divisional/District Passport Office)
6. Director General, Department of Environment, 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. Director (Joint Secretary), Bangladesh Forest Research Institute, Chattogram.
10. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with a request to upload the GO on the MoEFCC website).
11. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
12. Chief Accounts and Finance Officer, Ministry of Environment, Forest and Climate Change, Segun Bagicha, Dhaka.
13. Mr. Md Momin Bhuiyan, Assistant Director, Department of Environment, Kishoreganj District Office, Kishoreganj.
14. Mr. Saddam Hossain, Research Officer, Veneer and Composite Wood Products Division, Bangladesh Forest Research Institute (BFRI), Chattogram.
15. Accounts Officer.....
16. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

(Signature)
04.12.2025

Milton Chandra Roy
Senior Assistant Secretary

