

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

No:22.00.0000.086.08.001.19.295

Dated: 25.11.2025

Notification

The undersigned is directed to convey the approval of Ex-Bangladesh leave (Earned Leave) of Mr. Sheikh Maniruzzaman, Secretary (Deputy Secretary), Bangladesh Climate Change Trust, under the Ministry of Environment, Forest and Climate Change for the Holy Omra Hajj in the Kingdom of Saudi Arabia (KSA) from 16.12.2025 to 30.12.2025 for 15 (Fifteen) days or from the date of commencement of his leave subject to the following terms and conditions:

- I. The Officer will start his journey for the Saudi Arabia on a convenient date near 16 December, 2025 or from the date of commencement of his leave;
- II. He will draw his pay and allowances in local currency; No part of it should be drawn in foreign currency;
- III. All the expenses related to this travel will be borne by himself; **there will be no financial involvement of Bangladesh Government;**
- IV. He will not be allowed to stay abroad more than the approved period;
- V. The provision of Rule 34 of Appendix VIII or BSR (part-1) and BCCT Act-2010 is applicable for this approval.

02. His wife Mrs. Farzana Yesmin, daughter Ms. Mahneera Anjum, and son Mr. Sheikh Mehranuzzaman will accompany him during this travel;

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



Mohammad Razib Siddique
Deputy Secretary
Phone: 55100373

No:22.00.0000.086.08.001.23.295 (18)

Dated: 25.11.2025

Copy for kind information and necessary action (not according to seniority):

- 1) Senior Secretary, Ministry of public Administration, Bangladesh Secretariat, Dhaka
- 2) Foreign Secretary, Ministry of Foreign Affairs, Segun Bagicha, Dhaka (with request to issue a Note Verbale).
- 3) H.E. Ambassador, Embassy of the Kingdom of Saudi Arabia, Bangladesh/H.E. Ambassador, Embassy of Bangladesh, Riyadh, Saudi Arabia.
- 4) Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
- 5) Managing Director, Bangladesh Climate Change Trust, Mohakhali, Dhaka.
- 6) Director General, Immigration and Passport, Agargoan, Dhaka.
- 7) Director General, Hazrat Shahjalal International Airport, Dhaka.
- 8) Joint Secretary (Climate Change-1), Ministry of Environment, Forest and Climate Change, Dhaka.
- 9) Private Secretary to the Hon'ble Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.

- 10) Mr. Sheikh Maniruzzaman, Secretary (Deputy Secretary), Bangladesh Climate Change Trust, Mohakhali, Dhaka
- 11) Director, Hazrat Shahjalal International Airport, Dhaka.
- 12) Private Secretary to the Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
- 13) Divisional Controller of Accounts, Divisional Controller of Accounts office, Dhaka.
- 14) Chief Accounts and Finance Officer, Ministry of Environment, Forest and Climate Change, Segun Bagicha, Dhaka.
- 15) Deputy Director, Regional Passport Office, Passport Bhaban, Dhaka.
- 16) System Analyst, Ministry of Environment, Forest and Climate Change, Dhaka (With request to publish in the website).
- 17) Accounts Officer, Bangladesh Climate Change Trust, Mohakhali, Dhaka.
- 18) Office Copy.



Mohammad Razib Siddique
Deputy Secretary