

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

Record No. 22.00.0000.000.052.25.0007.24.342

Date: 08 July 2025

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


Subject: **Government Order for Participation in the "31st AIM International Workshop" and "LoCARNet Peer-to-Peer Meeting for Sharing Experience and Lessons", 22-25 July 2025, Tsukuba, Japan**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for the following official to participate in the "31st AIM International Workshop" and the "LoCARNet Peer-to-Peer Meeting for Sharing Experience and Lessons", to be held from **22 to 25 July 2025** at Tsukuba International Congress Center, **Tsukuba, Japan**. The programme is organized by the Institute for Global Environmental Strategies (IGES), Japan.

Name & Designation	Office
Mr. Md. Alamgir Hossain Assistant Director (Climate Change and International Convention)	Department of Environment, Dhaka

This approval is accorded under the following terms and conditions:


2. Terms and conditions
 - i. The official will commence his journey to Japan on or around 21 July 2025 and return on or around 26 July 2025, subject to travel convenience;
 - ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
 - iii. The official will draw his pay and allowances in local currency. No part of it shall be drawn in foreign currency;
 - iv. All expenses related to his participation will be borne by the organizer (IGES, Japan). **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 workshop; and
 - vii. 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.
3. This order is issued with the approval of the competent authority.


08.07.2025
Jesmin Nahar

Deputy Secretary
Phone: 02-55100257
Email: admin2@moef.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 Japan, Embassy of Bangladesh in Japan.
3. H.E. Ambassador of Japan to Bangladesh, Embassy of Japan 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. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
11. Mr. Md. Alomgir Hossain, Assistant Director (Climate Change and International Convention), Department of Environment, Headquarters, Dhaka **(with a request to submit a report on the acquired experience from the event upon completion).**
12. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


08.07.2025
Jesmin Nahar
Deputy Secretary

