

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

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Date: 29 October 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 "Consultation Workshop on Developing Screening for High Emission Reduction Potentials on Air Quality (SHERPA) Tool" to be held on 3 November 2025 in Delhi, India**

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 **Consultation Workshop on Developing Screening for High Emission Reduction Potentials on Air Quality (SHERPA) Tool**, scheduled to be held on **3 November 2025 in Delhi, India**, organized by the **International Centre for Integrated Mountain Development (ICIMOD)**.

| Sl. No. | Name & Designation | Office |
|---------|---|---|
| 1) | Mr. Md Tawsif Rahman Senior Assistant Secretary (E00153449) | Ministry of Environment, Forest and Climate Change, Dhaka |
| 2) | Ms. Shahanaj Rahman Deputy Director | Department of Environment, Headquarters, Dhaka |

This approval is accorded under the following terms and conditions:

2. Terms and conditions
 - i. The officials will commence their journey to India on or around **2 November 2025** and return on or around **4 November 2025**, subject to travel convenience;
 - ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
 - iii. They will draw their pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
 - iv. All expenses related to their participation will be borne by the **ICIMOD**. **There will be no financial involvement from the Government of Bangladesh**;
 - v. They will not stay abroad beyond the approved period (except for unavoidable travel time);
 - vi. They must report back to their respective offices immediately upon completion of the workshop; and
 - vii. They are required to submit a report on the workshop to the Admin-2 Section of the 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.


29.10.2025
Milton Chandra Roy
Senior Assistant Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

Copy for kind information and necessary action (Not in order of seniority):

1. Senior Secretary, Ministry of Public Administration/Ministry of Home Affairs, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
3. H.E. High Commissioner of Bangladesh to India, High Commission of Bangladesh in India.
4. H.E. High Commissioner of India to Bangladesh, High Commission of India in Bangladesh.
5. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Director General, Department of Environment, Dhaka.
7. Director General, Department of Immigration and Passports, Dhaka.
8. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
9. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
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. **Mr. Md Tawsif Rahman**, Senior Assistant Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
13. **Ms. Shahanaj Rahman**, Deputy Director, Department of Environment, Headquarters, Dhaka.
14. Accounts Officer.....
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


29.10.2025
Milton Chandra Roy
Senior Assistant Secretary

