

Government of the People's Republic of Bangladesh  
Ministry of Environment, Forest & Climate Change  
Administration-2 Section  
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Date: 28 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 Training Program on "Acquiring Knowledge of Japan's Administrative Experiences and Recent Trends in Air Quality Management" organized by the Japan International Cooperation Agency (JICA), Japan (08-19 December 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 officials to participate in the **"Training Program on Acquiring Knowledge of Japan's Administrative Experiences and Recent Trends in Air Quality Management"** to be held in Japan from **08 December 2025 to 19 December 2025** (including travel time), under **The Project for the Capacity Improvement for Air Quality Control**, organized by the **Japan International Cooperation Agency (JICA)**.

Sl. No.	Name & Passport No	Designation & Office
1)	<b>Ms. Dil Afruza Begum</b> (Passport No. E00052547)	Deputy Secretary Ministry of Environment, Forest, and Climate Change (MoEFCC), Dhaka
2)	<b>Ms. Shaheda Begum</b> (Passport No. E00053585)	Deputy Director (Dhaka Laboratory) Department of Environment (DoE), Dhaka
3)	<b>Mr. Mohammad Abdul Motalib</b> (Passport No. E00139269)	Deputy Director (Air Quality Management) Department of Environment (DoE), Dhaka
4)	<b>Mr. Md Kamrul Hassan</b> (Passport No. F00013886)	Deputy Director (Chattogram Laboratory) Department of Environment (DoE), Chattogram
5)	<b>Mr. Sarder Shariful Islam</b> (Passport No. E00145514)	Deputy Director (Current Charge) (Khulna Division) Department of Environment (DoE), Khulna
6)	<b>Ms. Tanjina Akter</b> (Passport No. E00155052)	Assistant Director (Air Quality Management) Department of Environment (DoE), Dhaka

2. This approval is accorded under the following terms and conditions:
- The officials may commence their journey to Japan on or around **07 December 2025** and return on or around **20 December 2025**, subject to travel convenience;
  - 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 their participation in the training program will be borne by **JICA. There will be no financial involvement from the Government of Bangladesh;**
  - They will not stay abroad beyond the approved period (except for unavoidable travel time);
  - They must report back to their respective offices immediately upon completion of the training program; and
  - They are required to submit a report on the program to the Administration-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.

  
28.10.2025  
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. Ambassador of Bangladesh to Japan, Embassy of Bangladesh in Japan.
4. H.E. Ambassador of Japan to Bangladesh, Embassy of Japan in Bangladesh.
5. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Director General, Department of Immigration and Passports, Dhaka.
7. Director General, Department of Environment, 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. Ms. SHOJI Izumi, Senior Representative, Japan International Cooperation Agency (JICA) Bangladesh Office.
11. **Ms. Dil Afruza Begum**, Deputy Secretary, Ministry of Environment, Forest, and Climate Change (MoEFCC), Dhaka.
12. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest & Climate Change, Dhaka.
13. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with a request to upload the GO on the MoEFCC website**).
14. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
15. **Ms. Shaheda Begum**, Deputy Director (Dhaka Laboratory), Department of Environment (DoE), Dhaka
16. **Dr. Mohammad Abdul Motalib**, Deputy Director (Air Quality Management), Department of Environment (DoE), Dhaka
17. **Mr. Md Kamrul Hassan**, Deputy Director (Chattogram Laboratory), Department of Environment (DoE), Chattogram.
18. **Mr. Sarder Shariful Islam**, Deputy Director (Current Charge) (Khulna Division), Department of Environment (DoE), Khulna.
19. **Ms. Tanjina Akter**, Assistant Director (Air Quality Management), Department of Environment (DoE), Dhaka.
20. Accounts Officer.....
21. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
28.10.2025  
Milton Chandra Roy  
Senior Assistant Secretary

