

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. 22.00.0000.000.052.25.0007.24.612

Date: 28 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 of the Department of Environment, Bangladesh to participate in the Group and Region-Focused Training titled "**Capacity Development towards Air Quality Management (202411718-J001)**", scheduled to be held from **08 February to 07 March 2026 in Japan**, organized with the support of Japan International Cooperation Agency (JICA), Bangladesh.

Sl. No.	Name	Designation	Office
i.	Ms. Romana Akter	Assistant Director (Chattogram Metropolitan)	Department of Environment, Chattogram Metropolitan Office
ii.	Mr. Md Mozaffar Khan	Assistant Director (Manikganj District)	Department of Environment, Manikganj District Office

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

- The officials will undertake travel to Japan on or around **08 February 2026** and return on or around **07 March 2026**, subject to travel convenience and the approved training schedule;
- 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 training programme, including international airfare, accommodation, daily subsistence allowance, and other related costs, will be borne by the organizing authority (JICA). **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.


28.12.2025
(Jesmin Nahar)


Deputy Secretary

Phone: 02-55100257

Email: admin2@moefcc.gov.bd

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

1. Secretary, Economic Relations Division (ERD), Sher-e-Bangla Nagar, 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 & Climate Change, Dhaka.
6. 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)**
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
8. Director General, Department of Environment, Dhaka.
9. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
10. Ms. SHOJI Izumi, Senior Representative, Japan International Cooperation Agency (JICA) Bangladesh Office.
11. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with a request to upload the GO on the MoEFCC website**).
12. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Chief Accounts and Finance Officer, Ministry of Environment, Forest and Climate Change, Segun Bagicha, Dhaka.
14. **Ms. Romana Akter**, Assistant Director (Chattogram Metropolitan), Department of Environment, Chattogram Metropolitan Office.
15. **Mr. Md Mozaffar Khan**, Assistant Director (Manikganj District), Department of Environment, Manikganj District Office.
16. Accounts Officer.....
17. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


28.12.2025
(Jesmin Nahar)
Deputy Secretary

