

Government of the People's Republic of Bangladesh  
Ministry of Environment, Forest & Climate Change  
Administration-2 Section  
Bangladesh Secretariat, Dhaka  
[www.moefcc.gov.bd](http://www.moefcc.gov.bd)

Record No. 22.00.0000.000.052.25.0007.24.267

Date: 23 July 2026

**Government Order**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for the following officials to visit **Japan** from **11 to 16 August 2026** to participate in the international event titled "Plastic Policy Development and Implementation Model in Japan" under the United Nations Industrial Development Organization (UNIDO) technical assistance project "Integrated Approach Towards Sustainable Plastics Use and Marine Litter Prevention in Bangladesh," being implemented by the Department of Environment:

| Sl. No. | Name & Passport No.                                     | Designation & Office                                                       | Position in the Delegation |
|---------|---------------------------------------------------------|----------------------------------------------------------------------------|----------------------------|
| 1.      | <b>Dr. Md Lutfor Rahman</b><br>(Passport No. E00224817) | Director General<br>Department of Environment                              | Head of Delegation         |
| 2.      | <b>Mr. Md Nuruzzaman</b>                                | Additional Secretary<br>Ministry of Industries                             | Delegate                   |
| 3.      | <b>Dr. Md Saidur Rahman</b><br>(Passport No. E00257214) | Additional Secretary<br>Ministry of Environment, Forest and Climate Change | Delegate                   |
| 4.      | <b>Ms. Roksana Khan</b><br>(Passport No. F00194786)     | Joint Secretary<br>Local Government Division                               | Delegate                   |

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

- The delegates are scheduled to travel to Japan in connection with the above-mentioned international event, subject to flight availability and programme 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. No part thereof shall be drawn in foreign currency;
- The United Nations Industrial Development Organization (UNIDO) will bear the round-trip airfare and other approved expenses related to their participation in the event. There shall be no financial involvement from the Government of Bangladesh;
- They shall not remain abroad beyond the approved period except for reasonable travel time;
- They shall report to their respective offices immediately upon return; and
- They shall submit a brief report on the event to the Administration-2 Section, Ministry of Environment, Forest and Climate Change, within seven (07) working days of their return.

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

  
23.07.2026  
(Milton Chandra Roy)  
Senior Assistant Secretary  
Phone No. +880 2-23357240  
Email: [admin2@moefcc.gov.bd](mailto:admin2@moefcc.gov.bd)

Copy for kind information and necessary action (Not According to Seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka/Principal Secretary to the Hon'ble Prime Minister, Prime Minister's Office, Dhaka.
2. Senior Secretary, Ministry of Public Administration/Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
3. Secretary, Ministry of Industries, 91, Motijheel C/A, Dhaka-1000.
4. Foreign Secretary, Ministry of Foreign Affairs, Segun Bagicha, Dhaka.
5. Secretary, Local Government Division, Ministry of Local Government, Rural Development and Co-operatives, Bangladesh Secretariat, Dhaka.
6. H.E. Ambassador of Bangladesh to Japan.
7. H.E. Ambassador of Japan to Bangladesh.
8. Director General, Department of Immigration and Passports, Dhaka.
9. Dr. Lutfor Rahman (Passport No. E00010499), Director General, Department of Environment, Agargaon, Dhaka.
10. Mr. Md Nuruzzaman, Additional Secretary, Ministry of Industries, 91, Motijheel C/A, Dhaka-1000.
11. Dr. Md Saidur Rahman (Passport No. E00257214), Additional Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh Secretariat, Dhaka.
12. Additional Secretary (Administration), Ministry of Environment, Forest & Climate Change, Dhaka.
13. Ms. Roksana Khan (Passport No. F00194786), Joint Secretary, Local Government Division, Ministry of Local Government, Rural Development and Co-operatives, Bangladesh Secretariat, Dhaka.
14. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (with a request to issue Note Verbale).
15. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
16. PS to the Honourable Minister, Ministry of Environment, Forest and Climate Change, Bangladesh Secretariat, Dhaka.
17. System Analyst, Ministry of Environment, Forest & Climate Change, Bangladesh Secretariat, Dhaka (with a request to upload the GO on the MoEFCC website).
18. PS to the Honourable State Minister, Ministry of Environment, Forest and Climate Change, Bangladesh Secretariat, Dhaka.
19. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, , Bangladesh Secretariat, Dhaka.
20. Chief Accounts and Finance Officer.....
21. Accounts Officer.....
22. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.



  
23.07.2026  
(Milton Chandra Roy)  
Senior Assistant Secretary