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.**313** Date: 23 August 2026

Government Order

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for the participation of the following officials in the "Regional Workshop on Finalizing Biennial Transparency Reports (BTRs) through Cross-learning under the UNFCCC–ICIMOD Collaboration and the HKH Regional Climate Action Transparency Hub," scheduled to be held from **01–03 September 2026** at the ICIMOD Headquarters in **Kathmandu, Nepal**:

Sl. No.	Name	Designation	Office
i.	**Ms. Shamim Ara Rini** (Passport No. E00207728)	Deputy Secretary	Ministry of Environment, Forest and Climate Change
ii.	**Mr. Muhammad Monsur Uddin** (Passport No. E00137952)	Deputy Secretary	Ministry of Environment, Forest and Climate Change

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

i. They are scheduled to travel to Nepal in connection with the above-mentioned workshop, subject to flight availability and programme schedule;
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. No part thereof shall be drawn in foreign currency;
iv. All expenses related to their participation in the workshop shall be borne by the organizer (ICIMOD/UNFCCC). There shall be **no financial involvement from the Government of Bangladesh**;
v. They shall not remain abroad beyond the approved period except for reasonable travel time;
vi. They shall report to their respective offices immediately upon return; and
vii. They shall submit a brief report on the training 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.

23.08.2026
(Milton Chandra Roy)
Deputy Secretary
Phone No. +880 2-23357240
Email: admin2@moefcc.gov.bd

No. 22.00.0000.000.052.25.0007.24.**313**/1(19) Date: 23.08.2026

Copy for kind information and necessary action (Not According to 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 Nepal, Embassy of Bangladesh in Nepal.
4. H.E. Ambassador of Nepal to Bangladesh, Embassy of Nepal in Bangladesh.
5. Additional Secretary (All), Ministry of Environment, Forest & Climate Change, Dhaka.
6. Director General, Department of Immigration and Passports, Dhaka.
7. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (with a request to issue Note Verbale).
8. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
9. **Ms. Shamim Ara Rini,** Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
10. Private Secretary to the Honourable Minister (Deputy Secretary), Ministry of Environment, Forest & Climate Change, Dhaka (for the kind information of the Honourable Minister).
11. **Mr. Muhammad Monsur Uddin,** Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
12. Private Secretary to the Honourable State Minister (Deputy Secretary), Ministry of Environment, Forest & Climate Change, Dhaka (for the kind information of the Honourable State Minister).
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. Mr. Md. Harun Or Rashid, Deputy Director (International Convention), Department of Environment, Dhaka.
16. Dr. Abdullah Al Mamun, Deputy Director (Waste and Chemicals Management), Department of Environment, Dhaka.
17. Ms. Ali Ashrafi Sultana, Assistant Conservator of Forests, RIMS Unit, Forest Department, Dhaka.
18. Accounts Officer.....
19. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

23.08.2026
(Milton Chandra Roy)
Deputy Secretary