Government of the People's Republic of Bangladesh
Ministry of Environment, Forest and Climate Change
Administration-2 Section
Bangladesh Secretariat, Dhaka
www.moefcc.gov.bd

Record Number: 22.00.0000.000.052.25.0003.24.422 Date: 26/10/2026

Government Order

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for the following Official to participate in the Workshop commemorating the 10th Anniversary of the Kigali Amendment, scheduled to be held on **01 November 2026**, and the Thirty-Eighth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (MOP38), scheduled to be held in **Kigali, Rwanda**, from **02 to 06 November 2026**. The details of the official are as follows:

Sl. No.	Name, Designation and Office	Passport No.
1)	**Mr. Md Tawsif Rahman**, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh Secretariat, Dhaka	E00153449

2. This approval is accorded under the following terms and conditions:
   i. He is scheduled to travel to Kigali, Rwanda in connection with the above-mentioned workshop and associated meetings, subject to flight availability and programme schedule;
   ii. The entire period of the visit, including travel and transit, shall be treated as on duty;
   iii. He will draw his pay and allowances in local currency. No part thereof shall be drawn in foreign currency;
   iv. The Ozone Secretariat shall provide logistical and financial support for his participation, including round-trip airfare, accommodation, daily subsistence allowance (DSA) and other related expenses, in accordance with the funding arrangements available for Article 5 Parties. There shall be no financial involvement of the Government of Bangladesh in this regard;
   v. He shall not remain abroad beyond the approved period except for reasonable travel time; and
   vi. He shall submit a brief report on the meeting to the Secretary, Ministry of Environment, Forest and Climate Change, within seven (07) working days of his return.
3. This order is issued with the approval of the competent authority.

26-10-2026
Milton Chandra Roy
Deputy Secretary
Phone : 02-95100673
Fax : 9540210
E-mail : admin2@moefcc.gov.bd

Record Number: 22.00.0000.000.052.25.0003.24.422/1 (18) Date: 26/10/2026

Copy for Kind Information and Necessary Action (Not according to seniority):

1. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
3. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
4. H.E. High Commissioner of Bangladesh to the Republic of Kenya, Nairobi (with concurrent accreditati on to the Republic of Rwanda).
5. H.E. High Commissioner of the Republic of Rwanda to the Republic of India, New Delhi (with concurrent accreditation to Bangladesh).
6. Additional Secretary (All), Ministry of Environment, Forest & Climate Change, Dhaka.
7. Director General, Department of Immigration and Passports, Dhaka.
8. Director General, Multilateral Economic Affairs Wing, Ministry of Foreign Affairs, Dhaka (for kind infor mation and necessary action to issue the Letter of Credentials in favour of Mr. Md Tawsif Rahman for pa rticipation in MOP38).
9. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
10. Ms. Megumi Seki Nakamura, Executive Secretary, Ozone Secretariat, United Nations Environment P rogramme (UNEP).
11. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (with a request to is sue Note Verbale).
12. Private Secretary to the Minister (Deputy Secretary), Office of the Minister, Ministry of Environment, Forest & Climate Change, Dhaka (for the kind information of the Minister).
13. Private Secretary to the State Minister (Deputy Secretary), State Minister Office, Ministry of Environm ent, Forest & Climate Change, Dhaka (for the kind information of the State Minister).
14. Mr. Md Tawsif Rahman, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Ba ngladesh Secretariat, Dhaka.
15. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with a request to upload the GO on the MoEFCC website).
16. Private Secretary to the Secretary (Senior Assistant Secretary), Ministry of Environment, Forest & Cli mate Change, Dhaka (For the kind information of the Secretary sir).
17. Chief Accounts and Finance Officer, Ministry of Environment, Forest and Climate Change, Segun Ba gicha, Dhaka.
18. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

26-10-2026
Milton Chandra Roy
Deputy Secretary