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: 22.00.0000.000.052.25.0003.24.389 Date: 04/10/2026

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 32nd AIM International Workshop and the Peer-to-Peer Meeting for Sharing Experience and Lessons, scheduled to be held from 14 to 16 October 2026 at the National Institute for Environmental Studies (NIES), Tsukuba, Japan. The details of the official are as follows:

Sl. No.	Name, Designation & Office	Passport No.
1)	**Ms. Shamima Begum** Additional Secretary Ministry of Environment, Forest and Climate Change Bangladesh Secretariat, Dhaka	E00162468

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

i. She shall commence her journey on 11 October 2026 and return to Bangladesh on 18 October 2026 in connection with participation in the above-mentioned programme and related meeting, including the meeting with the President of IGES at the IGES office in Tokyo on 13 October 2026;

ii. The entire period of the visit, including travel and transit, shall be treated as on duty;

iii. She shall draw her pay and allowances in local currency in accordance with Government rules. No part thereof shall be drawn in foreign currency;

iv. Institute for Global Environmental Strategies (IGES) shall bear all direct expenses associated with her participation, including airfare, travel allowance and accommodation, in accordance with the applicable arrangements. **There shall be no financial involvement of the Government of Bangladesh** in this regard;

v. She shall not remain abroad beyond the approved period except for reasonable travel time; and

vi. She shall submit a brief report on the Programme(s) to the Secretary, Ministry of Environment, Forest and Climate Change, within seven (07) working days of her return.

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

04-10-2026
Milton Chandra Roy
Deputy Secretary
Phone : 02-95100673
Fax : 9540210
E-mail : admin2@moefcc.gov.bd

Continue - 1 of 2

Record Number: 22.00.0000.000.052.25.0003.24.389/1 (17) Date: 04/10/2026

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka/Principal Secretary to the Honour able Prime Minister, Prime Minister's Office, Old Sangsad Bhaban, Tejgaon, Dhaka-1215.
2. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
3. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
5. H.E. Ambassador of Bangladesh to Japan, Embassy of Bangladesh in Japan.
6. H.E. Ambassador of Japan to Bangladesh, Embassy of Japan in Bangladesh.
7. Additional Secretary (All), Ministry of Environment, Forest & Climate Change, Dhaka.
8. Ms. Shamima Begum, Additional Secretary, Administration Wing, Ministry of Environment, Forest and Climate Change.
9. Director General, Department of Immigration and Passports, Dhaka.
10. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
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. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with a request to upload the GO on the MoEFCC website).
15. Private Secretary to the Secretary (Senior Assistant Secretary), Ministry of Environment, Forest & Cli mate Change, Dhaka (For the kind information of the Secretary sir).
16. Chief Accounts and Finance Officer, Ministry of Environment, Forest and Climate Change, Segun Ba gicha, Dhaka.
17. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

04-10-2026
Milton Chandra Roy
Deputy Secretary