



## BANGLADESH INSTITUTE OF GOVERNANCE AND MANAGEMENT

(Affiliated to the University of Dhaka)

BIGM/Personnel/95/4/23-99

Date: 26 February 2025

### TO WHOM IT MAY CONCERN

Mr. Mohammad Al-Amin (ID-8138), Additional Director (Deputy Secretary), Bangladesh Institute of Governance and Management (BIGM) and Officer on Special Duty (Lien), Ministry of Public Administration has been granted ex-Bangladesh leave for travelling to China for 07 days from 10 March 2025 to 16 March 2025 under the following terms and conditions:

1. He will draw his pay and allowances in local currency. No part of his salary should be drawn in foreign currency.
2. All related expenses of the travel will be borne by Mr. Mohammad Al-Amin.
3. He will report to BIGM immediately after his return to Bangladesh.

Dr. Mohammad Tareque

Director

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Copy for kind information and necessary action:

- 1) Senior Secretary, Ministry of Public Administration Senior Secretary, Ministry of Foreign Affairs, Dhaka.
- 2) Chairperson, Board of Trustees and Governing Body, BIGM
- 3) H.E. Ambassador, Embassy of the People's Republic of China, Dhaka/H.E. Ambassador, Embassy of the People's Republic of China, Beijing
- 4) Director General, Department of Immigration and Passports, Dhaka
- 5) Mr. Mohammad Al-Amin, Additional Director (Deputy Secretary), BIGM, Agargaon, Dhaka
- 6) Director, Hazrat Shahjalal International Airport, Dhaka
- 7) Deputy Director (Admin & Finance), BIGM
- 8) IT Officer, BIGM (with a request to display this notification in BIGM website)
- 9) Accounts Officer, BIGM