



## BANGLADESH INSTITUTE OF GOVERNANCE AND MANAGEMENT

(Affiliated to the University of Dhaka)

Memo No.: BIGM/Personnel/08/04/07-5669

Date: October 3, 2022

### Office Order

Whereas Mr. Mohammad Ali, Deputy Director (Academic & Communication) at the Bangladesh Institute of Governance and Management (BIGM), E-33, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207 has applied for a study leave for two years (from 4 October 2022 to 30 September 2024) to pursue MS in International Cooperation Policy at Ritsumeikan Asia Pacific University, Japan.

Henceforth the aforesaid study leave of Mr. Mohammad Ali, from 4 October 2022 to 30 September 2024, is granted under the following terms and conditions:

- i) Total period will be treated as on duty and he will draw all his pays and allowances in local currency.
- ii) Respective expenses related to this program will be borne by the sponsoring agency, JICA.
- iii) He will not be allowed to stay abroad for more than the approved period and report to BIGM within the soonest possible time.
- iv) He shall execute a bond in a non-judicial stamp of Tk. 300 (Three hundred taka only) committing himself that he'll join BIGM on his return and will serve minimum 03(three) years thereafter.
- v) During his study leave whatever publication he will make that will go by his name as Deputy Director, BIGM.
- vi) He will furnish a written commitment from 2 (two) reliable guarantor (one must be a government servant) in Bangladesh to refund all payments if he fails to return anyway.

This office order shall come into immediate effect.

**Dr. Mohammad Tareque**

Director

Bangladesh Institute of Governance and  
Management (BIGM)

### Copy for information and necessary action to:

1. Chairperson, Board of Trustees & Governing Body, BIGM
2. Associate Director, BIGM
3. Joint Secretary (Internal Training & Foreign Training Branch), MoPA
4. Additional Director (Admin & Finance/ Research/Strategy & Planning), BIGM
5. Deputy Director (Admin & Finance), BIGM
6. Mr. Mohammad Ali, Deputy Director (Academic & Communication), BIGM
7. Accounts Officer, BIGM
8. Office Copy.