



**BANGLADESH INSTITUTE OF GOVERNANCE AND MANAGEMENT**  
(Affiliated to the University of Dhaka)

BIGM/Personnel/95/4/23-115

Date: 5 May 2024

**Notification**

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 Saudi Arabia for 45 days from 11 May 2024 to 24 June 2024. This leave is granted for performing Hajj 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. The provision of Rule 34 of appendix viii of BSR (Part-1) is applicable for this approval.
4. He will report to BIGM immediately after his return to Bangladesh.

Dr. Mohammad Tareque  
Director

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Email: mohammad.tareque@bigm.edu.bd

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 Saudi Arabia, Dhaka/H.E. Ambassador, Embassy of the People's Republic of Bangladesh, Riyadh
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. Director, Hajj Office, Dhaka
8. IT Officer, BIGM (with a request to display this notification in BIGM website)
9. Accounts Officer, MoPA/Accounts Officer, BIGM
10. Office copy/Personnel file.