



BANGLADESH INSTITUTE OF GOVERNANCE AND MANAGEMENT

(Affiliated to the University of Dhaka)

BIGM/Personnel/103/4/23-308

Date: 12 July 2026

TO WHOM IT MAY CONCERN

Mr. A S M Rafad Asgar, Research Associate, Bangladesh Institute of Governance and Management (BIGM), has been granted 16 (sixteen) days of ex-Bangladesh earned leave from 14 July 2026 to 29 July 2026, or from the actual date of commencement of the journey, for the purpose of accompanying his mother for medical treatment in India, subject to the following terms and conditions:

- i) He will draw his pay and allowances in local currency. No part of his salary should be drawn in foreign currency.
- ii) All related expenses of the travel and others will be borne by Mr. A S M Rafad Asgar.
- iii) He will report to BIGM immediately after his return to Bangladesh.

(Taskina Huq)

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Distribution:

1. Director General, Department of Immigration and Passports, Dhaka
2. Director, Hazrat Shahjalal International Airport, Dhaka
3. Additional Director (Managerial Services), BIGM
4. Wing Chief (Research), BIGM
5. Mr. A S M Rafad Asgar, Research Associate, BIGM
6. IT Officer (with a request to display this notification in BIGM website), BIGM
7. PS to Director (for kind information to the Director), BIGM
8. Accounts Officer, BIGM
9. Office copy/Personnel file.