



BANGLADESH INSTITUTE OF GOVERNANCE AND MANAGEMENT

(Affiliated to the University of Dhaka)

Memo No.: BIGM/Personnel/109/04/24-374

Date: 30 August 2026

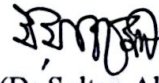
Office Order

Whereas Ms. Tamanna Tabassum, Assistant Professor 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 without pay for 1 (one) year for the period of 01 September 2026 to 31 August 2027 to pursue Master of Arts (MA) in Economics at York University in Canada.

And since the Joint Meeting of 68th Board of Trustees and 52nd Governing Body held on 01 August 2026 was pleased to approve her application of study leave without pay, she has been hereby given study leave of 1 (one) year from 01 September 2026 to 31 August 2027, under the following terms and conditions:

- (i) She will be on leave without pay.
- (ii) She will not be allowed to stay abroad for more than the approved period and will report to BIGM within by 10 September 2027.
- (iii) She will execute a bond in a non-judicial stamp of Tk. 300 (three hundred) committing herself that she'll join BIGM on her return and will serve minimum 03 (three) years.
- (iv) She will submit clearance certificates from the Accounts, IT, Store, and Library Sections before proceeding on leave.
- (v) During her study leave whatever publication she will make that will go by her name as research associate, BIGM.

This office order shall come into an immediate effect.


(Dr Sultan Ahmed)
Director

Copy for information and necessary action to (Not according to seniority):

1. Chairperson, Board of Trustees and Governing Body, BIGM
2. All Wing Chief, BIGM
3. Director General, Department of Immigration and Passports, Dhaka
4. Director, Hazrat Shahjalal International Airport, Dhaka
5. Deputy Director (Admin and Finance), BIGM
6. Ms. Tamanna Tabassum, Assistant Professor, BIGM
7. PS to Director, BIGM
8. Accounts Officer, BIGM
9. Office Copy.