

Government of the People's Republic of Bangladesh  
Ministry of Industries  
Private sector and BIM branch  
91, Motijheel C/A, Dhaka.  
[www.moind.gov.bd](http://www.moind.gov.bd)

Memo No: 36.00.0000.066.08.005.21.

Date: 28/01/2025

Director General  
Bangladesh Institute of Management (BIM)  
4, Sobhanbagh, Mirpur Road, Dhaka-1207

Subject: Approval of Study Leave.

Dear Sir,

The undersigned is directed to inform you that, the Government of the People's Republic of Bangladesh is pleased to grant permission to Ms. Lamia Farha, Senior Management Counsellor, Bangladesh Institute of Management (BIM), Ministry of Industries, Dhaka to Participate Doctor of Philosophy (Ph.D) course in Universiti Sains Malaysia, Malaysia from 01/11/2024 to 31/10/2029 and grant her Study Leave on half-average pay from 24 February, 2025 to 23 August, 2025 to stay in Malaysia under the following terms and conditions:

- a. All expenses of the study will have to be borne by the applicant at her own expense.
  - b. No stay abroad beyond the approved leave.
  - c. The period of her study leave will be treated as on official duty and will receive pays admissible during study leave as per Govt. rules;
  - d. She will not be allowed to draw her pay and allowances in foreign currency;
  - e. She will not be allowed to extend her stay abroad beyond the permitted time without prior approval of the Government;
  - f. She will have to refund the total amount received by her as pay and allowances if she does not come back to resume her duty in BIM after completion of the course;
  - g. She will have to submit a report within Seven days after return from abroad in the prescribed format to this ministry in this regard.
2. Rushda Farinaz Kabir, (Passport No: A13450109), daughter of Ms. Lamia Farha, will stay with her in Malaysia during the period of study.
  3. This order is issued with the approval from the competent authority.

Sincerely yours,

*Sd/-*

(Md. Nurul Islam Sheikh)  
Senior Assistant Secretary  
Phone: 02-2223388747  
email: dsps@moind.gov.bd

No: 36.00.0000.066.08.005.21.05/10(11)

Date: 28/01/2025

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

1. Senior Secretary, Ministry of Foreign Affairs, Bangladesh, Dhaka. (with a request to issue a note verbal)
2. H.E. The High Commission of Malaysia, Bangladesh.
3. H.E. The High Commission of Bangladesh, Malaysia.
4. Director General, Department of Immigration and passport, Dhaka.
5. Director, Hazrat Shahjalal International Airport, Dhaka.
6. P.S. to Honorable Advisor, Ministry of Industries, Dhaka
7. P.S. to Senior Secretary, Ministry of Industries, Dhaka
8. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
9. System Analyst, Ministry of Industries, Dhaka. (With request to upload in Moind website).
- ✓ 10. Ms. Lamia Farha, Senior Management Counsellor, Bangladesh Institute of Management (BIM), Dhaka.
11. Senior Accounts and Budget Officer, Bangladesh Institute of Management (BIM), Dhaka.

*28.01.25*

(Md. Nurul Islam Sheikh)  
Senior Assistant Secretary  
Phone: 02-2223388747  
email: dsps@moind.gov.bd