



BANGLADESH BANK
(Central Bank of Bangladesh)
Head Office
Motijheel, Dhaka-1000
Bangladesh.

Staff Order No.-HRD(2): 446/2025

Date: 18/08/2025

Study Leave for Higher Study (Abroad).

Ms. Farzana Akhter (SAP ID: 29007985), joint Director (G), Bangladesh Bank, Rajshahi Office has been granted average half pay leave from **20/08/2025 to 07/06/2027** (1 year 9 months 19 days) for attending Master of Business Administration (MBA) in Grand Valley State University, United States of America in light of the guarantee bonds submitted by her under the following terms and conditions:

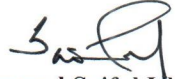
02. Conditions:

- a. She is obligated to work in Bangladesh Bank for a minimum of 1 (one) years after returning from study leave. If she resigns before the aforementioned period or stays absent from office without the concerned authority's prior approval, Bank will recover all the salaries and allowances paid during study leave from his guarantors;
- b. If she abandons or fails to successfully complete the program, she will be obligated to return all the money received as salaries and allowances during deputation/study leave;
- c. If she does not join the bank on time, her guarantors shall be liable to pay all of her advances with interest;
- d. The period of study leave cannot be extended without the approval of the competent authority;
- e. The approved program and the university cannot be changed without the approval of the competent authority;
- f. Over the period of study leave, all of her salaries and allowances will be disbursed to concerned account in local currency;
- g. Bangladesh Bank or Government will not bear any expense for her study or other purpose while she stays in USA;
- h. She must notify her contact address without delay after her arrival in USA to training.hrd@bb.org.bd/ gm.hrd2@bb.org.bd through e-mail;
- i. Within 7 (seven) days of her arrival in USA, she must report to the Bangladesh Embassy located there;
- j. The progress report of her study must be sent to training.hrd@bb.org.bd/gm.hrd2@bb.org.bd by email to the Director (HRD-2) of Human Resources Department-2 along with documentary evidence on half-yearly basis;
- k. She will compulsorily join to HRD-1, Bangladesh Bank on the next working day after returning to Bangladesh;
- l. After Joining the bank, she will have to personally submit a course completion report within 7 (seven) working days and a degree certificate/documentary proof within 3 (three) months to this department. In addition, the Thesis/Dissertation/Term paper (by whatever name it may be called) prepared at the end of the program will have to be submitted (in both hardcopy and softcopy formats) to the Research Department (Library).

She will be treated as released from her duties after the close of business of 19 August, 2025.

This order is issued as per the approval of the competent authority.

Human Resources Department-2
(Training & Development Wing)

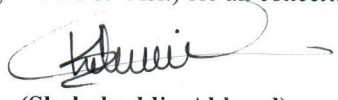

(Mohammad Saiful Islam)
Joint Director
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E-mail: md.saiful@bb.org.bd

No. HRD-2(TD)/126/2025-6673

Dated: As Above

Copy for kind information and necessary action (Not in order of Seniority)

1. Concerned Official and Guarantors .
2. Director (EMD-1), Expenditure Management Department-1 (Salary Section), Bangladesh Bank, Head Office, Dhaka
3. Director General, Department of Immigration and Passports, Agargaon, Dhaka.
4. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
5. Uploaded in Bangladesh Bank intranet and BB website-www.bb.org.bd (About us → Foreign Tours & Visit) for all concerned.


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