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

Staff Order No.-HRD(2): 07/2026 **Date: 06/01/2026**

Study Leave for Higher Study (Abroad).

Ms. Alpha Yesmin Nishi (SAP ID: 29209862), Deputy Director (Civil), Common Services Department-2, Bangladesh Bank, Head Office, has been granted study leave, ordinary leave and leave without pay as stated below for attending PhD in Civil Engineering in West Virginia University, United States of America in light of the guarantee bonds submitted by her under the following terms and conditions:

Average Half Pay Leave: 2 years (from 07/01/2026 to 06/01/2028)
Ordinary Leave: 107 days (from 07/01/2028 to 22/04/2028)
Leave without pay: 2 years 8 months 5 days (from 23/04/2028 to 27/12/2030)

02. Conditions:

a. She is obligated to work in Bangladesh Bank for a minimum of 3 (three) years after returning from deputation. 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 her 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 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 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 deputation, 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 the USA;
h. She must notify her contact address without delay after her arrival in the USA to training.hrd@bb.org.bd/ gm.hrd2@bb.org.bd through e-mail;
i. Within 7 (seven) days of her arrival in the USA, he 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 06 January, 2026.

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

(Atanuka Ray Nody)
Deputy Director
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Human Resources Department-2
(Training & Development Wing)

No. HRD-2(TD)/126/2026- 117 **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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