

Bangladesh Institute of Development Studies
E-17, Agargaon, Sher-e-Bangla Nagar, Dhaka - 1207

Application form for visit outside Bangladesh

- A -

1. Name of the applicant :
2. Designation :
3. Scale of pay :
4. Country of visit :
5. Purpose of visit :
6. Proposed duration of visit :
7. Benefit of the visit to BIDS (if any):

- | | <u>Nature of visit</u> | <u>Duration</u> |
|---|------------------------|-----------------|
| 8. Previous visits during the year : | | |
| 9. How the proposed visit would be financed? : | | |
| 10. If the proposed visit is for employment/consultancy abroad, please indicate : | | |
| (a) Name of the employer : | | |
| (b) Remuneration to be received: | | |

Signature of the Applicant

Designation

Date

Recommendation of the
Division Chief/Supervisor

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- B -

TO BE FILLED IN BY THE OFFICE

11. LEAVE STATUS OF THE APPLICANT:

	<u>Availed of</u>	<u>Due</u>
i) Earned leave		
ii) Others		

Secretary

Approved/Not approved

Director General