



বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

University Grants Commission of Bangladesh

Agargaon, Sher-e-Banglanagar, Dhaka-1207

Tel:0088-58160106, Fax:0088-02-58160203

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Bearer/By courier



Ref : UGC/Admn/02/2015/ 1406

Dated : 13 February 2019

Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant Mr. Md. Jahirul Islam, Assistant Secretary, Administrative Division 04 (Four) days Ex-Bangladesh leave (Earned Leave) with effect from 10-03-2019 to 13-03-2019 (or from the date of departure) for his personal visit to Malaysia. Mr. Md. Jahirul Islam's wife Shayla Shila (Passport No. BN 0870889) will also accompany him.

2. Relating to his visit following terms and conditions will apply:

- the period will be treated as Earned Leave on full average pay;
- during the period, his salary and allowances will be paid in Bangladeshi currency as in the usual manner;
- University Grants Commission of Bangladesh or Government of the People's Republic of Bangladesh shall have no financial liability in this regard;
- after returning home, he must join UGC on the due date as per usual norms/practice.

By order of the authority,

Md. Fazlur Rahman
13.02.19

Md. Fazlur Rahman

Joint Secretary (Admn.)

Phone : 88-02-58160232 (Off)

Email: frahman@ugc.gov.bd

To

Mr. Md. Jahirul Islam
Assistant Secretary
Administrative Division
University Grants Commission of Bangladesh
Agargaon, Dhaka- 1207

Copy to (UGC):

- Secretary, UGC, Dhaka.
- 2-10. Director (Finance & Accounts/Planning & Development/Research Support & Publication/Public University Management/Private University/IMCT/SPQA/Public Relation /GS & Estate Division), UGC, Dhaka.
- ✓ 11. System Analyst, IMCT Division, UGC, Dhaka (for uploading in the UGC website).
12. Deputy Secretary (PS to Chairman), Office of the Chairman, UGC, Dhaka.
- 13-14. Personal File/Master File.

Copy to (other offices) :

- His Excellency, Ambassador, Malaysia Embassy, House no: 19, Road no: 6, Baridhara, Dhaka-1212.
- Director General, Passport and Immigration, Dhaka.
- Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
- Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.

Bakchi
13.02.19

Rekha Rani Bakchi
Senior Assistant Secretary (Admn.)

Tahmina Rahman
14/2/19
Programmer