



বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

University Grants Commission of Bangladesh

Plot #18/A, Agargaon, Sher-e-Banglanagar, Dhaka-1207

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

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Bearer/By courier



Ref: UGC/Admn.(T&I)/233/96/1524

Dated: 18 February, 2019

Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant Mr. Muhammad Jaminur Rahman, Additional Director, IMCT Division, University Grants Commission of Bangladesh, 10 (Ten) days Ex-Bangladesh leave (Earned Leave) with effect from 26 February, 2019 to 07 March, 2019 for his personal visit to China.

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 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 immediately on the due date as per usual norms/practice.

By order of the authority,

[Signature]
18/02/2019

Zafor Ahommad Jahanger

Joint Secretary (Admn.)

Phone : 88-02-58160214 (Off)

Email: jahanger73@yahoo.com

To:

Mr. Muhammad Jaminur Rahman

Additional Director

IMCT Division

University Grants Commission of Bangladesh

Agargaon, Dhaka-1207.

Copy to (UGC):

- Secretary, UGC, Dhaka.
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
Embassy of the People's Republic of China, Bangladesh.
Plot 2&4, Embassy Road, Block-1, Baridhara, Dhaka, Bangladesh.
- Director Genreal, Passport and Immigration, Dhaka.
- Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
- Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.

[Signature]
18/02/2019

Rekha Rani Bakchi

Senior Assistant Secretary (Admin.)

Tahmina Rahman
19/2/19
Programmer