



বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

Government of the People's Republic of Bangladesh
University Grants Commission of Bangladesh
Plot # E-18/A, Agargaon, Sher-e-BanglaNagar, Dhaka-1207
Tel:0088-58160106, Fax:0088-02-58160203
www.ugc.gov.bd, E-mail:secretaryugc@yahoo.com.

Bearer/By courier



Ref: UGC/Admn/1(435)/2008/ ৫৪৯৯

Dated: 08 July 2019

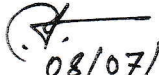
Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant Dr. A K M Shamsul Arefin, Director, Public Relations and Right to Information Division, University Grants Commission of Bangladesh 52 (Fifty two) days Ex-Bangladesh leave (earned leave) with effect from 21-07-2019 to 05-09-2019 (or 52 days from the date of departure) to visit the Kingdom of Saudi Arabia for performing The Holy Hajj. His wife Nasrin Ara (Passport No-BQ 0827936) will also accompany him.

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

- The period will be treated as earned leave on full average pay.
- During this period, his salary and allowances will be paid in Bangladeshi currency as 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 return, he must join UGC immediately on the due date as per usual norms/practice.

With the approval of the authority,


08/07/2019
Zafor Ahommad Jahanger
Joint Secretary (Admn.)
Phone : 88-02-58160232 (Off)
Email: jahanger@ugc.gov.bd

Distribution:

Dr. A K M Shamsul Arefin
Director
Public Relations and Right to Information Division
University Grants Commission of Bangladesh
Agargaon, Dhaka-1207.

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Copy to (UGC):

- Secretary, UGC, Dhaka.
- 2-3. Director (Finance & Accounts/Public Relations and Right to Information Division), UGC, Dhaka.
- ✓ 4. System Analyst, IMCT Division, UGC, Dhaka (**for uploading in the UGC website**).
5. Senior Assistant Secretary, Office of the Chairman, UGC, Dhaka.
- 6-7. Personal file/Master file.

Copy to (other offices) :

- His Excellency Ambassador, The Royal Embassy of Saudi Arabia in Bangladesh, House No. 5(NE)L, Road No.83, Gulshan-2, Dhaka-1212.
- Director General, Immigration and Passports, Agargaon, Dhaka.
- Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
- Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.


08/07/2019
Md. Asaduzzaman
Senior Assistant Secretary (Admn.)

Tahmina Rahman
10/7/19
Programmer