



বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

University Grants Commission of Bangladesh

Agragaon, Sher-e-Banglanagar, Dhaka-1207

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Ref : UGC/Admn/1(490)/2012/9760

Dated : 03 December 2019

Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant Mr. Muhammad Moniruzzaman, Administrative officer, Research Support & Publication Division, University Grants Commission of Bangladesh, 30 (Thirty) days Ex-Bangladesh leave (Earned Leave) with effect from 08-12-2019 to 06-01-2020 (or the date of departure) to visit the Kingdom of Saudi Arabia for performing the Holy Omrah hajj Rituals.

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 expiry of leave as per usual norms/ practice.

By order of the authority,

03.12.2019
Zafor Ahommad Jahanger

Joint Secretary

Phone : 88-02-58160232(Off)

Email:jahanger@ugc.gov.bd

To

Mr. Muhammad Moniruzzaman,
Administrative officer
Research Support & publication Division
University Grants Commission of Bangladesh
Agargaon, Dhaka-1207.

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Copy to (UGC):

- 1-9. Director (Finance & Accounts/Planning & Development/Research Support & Publication/Private University /Public University Management /SPQA/IMCT/ General Services & Estate /Public Relation & Right to Information Division), UGC, Dhaka.
10. System Analyst, IMCT Division, UGC, Dhaka (for uploading in the UGC website).
11. Senior Assistant Secretary, Office of the Chairman, UGC, Dhaka.
12. Personal officer to the Secretary, UGC, Dhaka.
- 13-14. Personal File/Master File.

Copy to (other offices):

1. His Excellency Ambassador, The Royal Embassy of Saudi Arabia in Bangladesh
House-5 (NE)L, Road-83, Gulshan-2, Dhaka-1212.,
2. Director General, Immigration and Passports, Agargaon, Dhaka.
3. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
4. Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.
5. Immigration and Customs, Benapole and Darshana.

03.12.2019
Tahmina Parveen
Assistant Secretary

Tahmina Rahman
5/12/19
programmer