



বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

University Grants Commission of Bangladesh

Agargaon, Sher-e-Banglanagar, Dhaka-1207

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Dated : 23 October 2018

Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant Mr. Md. Shahin Siraj, Deputy Secretary (PS to Chairman), Administrative Division 02 (Two) days Ex-Bangladesh leave (Earned Leave) with effect from 06-11-2018 to 07-11-2018 (or the date of departure) for his personal visit to Malaysia.

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 immediately on the due date as per usual norms/practice

By order of the authority,

Md. Fazlur Rahman
23/10/18

Md. Fazlur Rahman

Deputy Secretary (Admn.)

Phone : 88-02- 58160232 (Off)

Email: mfr.ugcb@yahoo.com

To

Mr. Md. Shahin Siraj
Deputy Secretary (PS to Chairman)
Administrative Division
University Grants Commission of Bangladesh
Agargaon, Dhaka- 1207.

Copy to (UGC):

- Secretary, UGC, Dhaka.
- Director (Finance & Accounts/Planning & Development/Research Support & Publication/
Public University Management/ Private University/IMCT/SPQA/Public Relation /
GS & Estate Division), UGC, Dhaka.
- System Analyst, IMCT Division, UGC, Dhaka (for uploading in the UGC website).
- Deputy Secretary (PS to Chairman), Office of the Chairman, UGC, Dhaka.
- 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
23.10.18
Rekha Rani Bakchi

Senior Assistant Secretary (Admn.)

Tahmina Rahman
25/10/18
prograsser