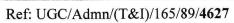
## To be replaced with same memo and date Government of the People's Republic of Bangladesh

## 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.





Date: 23-05-2019

## Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant Mr. Md. Shah Alam, Additional Director, Finance and Accounts Division 48 (Forty eight) days Ex-Bangladesh leave (Earned leave) with effect from 04-07-2019 to 20-08-2019 (or the date of departure) to visit the Kingdom of Saudi Arabia for performing The Holy Hajj Rituals.

- Relating to this visit following terms and conditions will apply: 2.
  - the period will be treated as Earned Leave on full average pay; (a)
  - during the period, his salary and allowances will be paid in Bangladeshi currency (b) as in the usual manner;
  - University Grants Commission of Bangladesh or Government of the People's (c) 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 (d) norms/practice.

With the approval of the authority,

23/05/10/9 Zafor Ahommad Jahanger Joint Secretary (Admn.)

Phone: 88-02-58160232 (Off) Email: jahanger73@yahoo.com

Date: 23-05-2019

To

Mr. Md. Shah Alam Additional Director Finance and Accounts Division University Grants Commission of Bangladesh Agargaon, Dhaka-1207.

Ref: UGC/Admn/(T&I)/165/89/4627

Copy to (UGC):

Secretary, UGC, Dhaka. 1.

Director (in-charge), Finance & Accounts Division, UGC, Dhaka.

System Analyst, IMCT Division, UGC, Dhaka (for uploading in the UGC website).

Senior Assistent Secretary, Office of the Chairman, UGC, Dhaka. 4.

Personal File/Master File. 5-6.

Copy to (other offices):

- His Excellency Ambassador The Royal Embassy of Saudi Arabia in Bangladesh. 1. House No. 5(NE)L, Road No.83, Gulshan-2, Dhaka-1212.
- Director General, Passport and Immigration, Dhaka. 2.
- Director, Hazrat Shah Jalal (R) International Airport, Dhaka. 3.

Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dha 4.

> Rekha Rani Bakchi Senior Assistant Secretary (Admn.)

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Fahmina Rahman 29/5/19 programmer