



বাংলাদেশ
বিশ্ববিদ্যালয় অর্থনীতি কমিশন

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.



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

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.

2. Relating to this 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.

With the approval of the authority,

[Signature]
23/05/2019

Zafor Ahommed Jahanger

Joint Secretary (Admn.)

Phone : 88-02-58160232 (Off)

Email: jahanger73@yahoo.com

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

Date: 23-05-2019

Copy to (UGC):

- Secretary, UGC, Dhaka.
- Director (in-charge), Finance & Accounts Division, UGC, Dhaka.
- ✓ System Analyst, IMCT Division, UGC, Dhaka (for uploading in the UGC website).
- Senior Assistant Secretary, Office of the Chairman, UGC, Dhaka.
- 5-6. 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, Passport and Immigration, Dhaka.
- Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
- Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.

[Signature]
23.05.2019

Rekha Rani Bakchi

Senior Assistant Secretary (Admn.)

Tahmina Rahman
29/5/19 programmer