



বাংলাদেশ  
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

# University Grants Commission of Bangladesh

UGC Bhaban, Plot # E-18/A, Agargaon Administrative Area

Sher-E-Bangla Nagar, Dhaka-1207

Tel:0088-02-9118207, Fax:0088-02-8181617

www.ugc.gov.bd, E-mail: khaledugc@yahoo.com



Ref: UGC/Admn/1(275)/96/10217

Dated: 27 December, 2017


## Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant **Dr. Md. Khaled**, Secretary, University Grants Commission of Bangladesh 07 (Seven) days Ex-Bangladesh leave (Earned Leave) with effect from 21 January, 2018 to 27 January, 2018 (or 07 days Ex-Bangladesh leave from the date of departure) for his personal visit to Bhutan. He will be accompanied by his spouse Mrs. Ruhana Begum (Passport No: BP0695091), daughter Ms. Sadia Hossain Synthia, (Passport No: BP0660207), Ms. Fariah Hossain (Passport No: BP0661011) and mother-in-law Mrs. Shahida Khatun (Passport No: BF0751920).

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

- the leave will be treated as Earned Leave on full average pay;
- during the period, his salary 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,

  
27/12/2017  
Dr. Md. Fakhru Islam  
Joint Secretary (Admn.)  
Phone : +88-02-55007018 (Off.)  
Email: fakhruislam@yahoo.com

To :

**Dr. Md. Khaled**

Secretary

University Grants Commission of Bangladesh  
Agargaon, Dhaka-1207.

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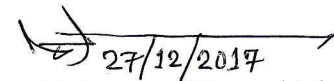
Dated: 27 December, 2017

### Copy to UGC :

- Secretary, UGC, Dhaka.
- 2-6. Director (Finance & Accounts/Planning & Development/Research Support & Publication/  
Private University/IMCT Division, UGC, Dhaka.
7. System Analyst, UGC, Dhaka. (for uploading in the website)
8. Private Secretary (Deputy Secretary) to the Chairman, UGC, Dhaka.
- 9-10. Personal file/ Master file.

### Copy to (other offices) :

1. **His Excellency, The Ambassador, Royal Bhutanese Embassy Chancery**  
House #12, Road #107, Gulshan #2, Dhaka.
2. Director, SAARC, Ministry of Foreign Affairs, Dhaka.
3. Director General, Passport and Immigration, Dhaka.
4. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.

  
27/12/2017  
Muhammad Nazmul Islam  
Senior Assistant Secretary (Admin.)  
E-mail: syrawan@gmail.com

Tahmina Rahman  
27/12/17