



বাংলাদেশ  
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

# University Grants Commission of Bangladesh

Agargaon, Sher-e-Banglanagar, Dhaka-1207

Tel:0088-58160106, Fax:0088-02-58160203

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

Bearer/By courier



Ref : UGC/Admn/1(458)/2010/ 1443

Dated : 14 February 2019

## Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant Mr. Muhammad Yousuf Ali Khan, Senior Assistant Director, Research Support & Publication Division 04 (Four) days Ex-Bangladesh leave (Earned Leave) with effect from 10-03-2019 (or from the date of departure) for personal visit to Malaysia. Mr. Muhammad Yousuf Ali Khan's wife Tasnim Muhsena (Passport No. BK0511285) will also accompany him.

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 on the due date as per usual norms/practice.

By order of the authority,

*Morshed*  
14-02-2019

Morshed Alam Khondoker

Senior Assistant Secretary (Admn.)

Phone : 88-02-58160250 (Off)

Email: murshedak@yahoo.com

To

Mr. Muhammad Yousuf Ali Khan  
Senior Assistant Director  
Research Support & Publication Division  
University Grants Commission of Bangladesh  
Agargaon, Dhaka- 1207.

### Copy to (UGC):

- Secretary, UGC, Dhaka.
10. Director (Finance & Accounts/Planning & Development/Research Support & Publication/Public University Private University/IMCT/SPQA/Public Relation /GS & Estate Division), UGC, Dhaka.
11. System Analyst, IMCT Division, UGC, Dhaka (for uploading in the UGC website).
12. Deputy Secretary (Private Secretary) to the Chairman, UGC, Dhaka.
- 13-14. 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.

*Morshed*  
14-02-2019

Morshed Alam Khondoker

Senior Assistant Secretary (Admn.)

*Tahmina Rahman*  
14/2/19  
Programmer