



বাংলাদেশ  
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

# University Grants Commission of Bangladesh

Agargaon, Sher-e-Banglanagar, Dhaka-1207

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

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



Ref : UGC/Admn/1(421)/2007/ 448

Dated : 15 January 2018


## Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant Mr. Md. Aminul Islam, Office Attendant, Administration Division, 11 (Eleven) days Ex-Bangladesh leave (Earned leave) with effect from 21-01-2018 to 31-01-2018 for his personal visit to India & Nepal.

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

- (a) the period will be treated as Earned Leave on full average pay;
- (b) during the period, his salary and allowances will be paid in Bangladeshi currency as in the usual manner;
- (c) University Grants Commission of Bangladesh or Government of the People's Republic of Bangladesh shall have no financial liability in this regard;
- (d) after returning home, he must join UGC immediately on the due date as per usual norms/practice

By order of the authority,

  
Dr. Md Fakhru Islam  
Joint Secretary (Admn.)

Phone : 88-02-55007018(Off)  
Email:fakhrulugc@Yahoo.com

To

Mr. Md. Aminul Islam  
Office Attendant, Administration Division  
University Grants Commission of Bangladesh  
Agargaon, Dhaka- 1207.

### Copy to (UGC):

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

### Copy to (other offices) :

1. H. E. High Commissioner of India to Bangladesh, High Commission of India, Dhaka.  
House No. 2, Road No.142, Gulshan-1, Dhaka.
2. His Excellency, Embassy of Nepal, United Nations Road, Road No. 2 Baridhara Diplomatic Enclave  
Dhaka – 1212
3. Director General, Passport and Immigration, Dhaka.
4. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
5. Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.
6. Immigration and Customs, Benapole and Darshana.
7. Immigration and Customs, Ranigonj, India.

  
Rifat Nazneen

Administrative Officer (Admin.)

  
Tahmina Rahman  
16/1/18  
ACP