



বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

University Grants Commission of Bangladesh

Agragaon, Sher-e-Banglanagar, Dhaka-1207

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Ref : UGC/Admn/17/2014/2085

Dated : 11 November 2019

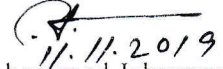
Office Order

The Authority of the University Grants Commission of Bangladesh is pleased to grant khaleda Akhter, Office Assistant Cum Computer Typist, Research Support & Publication Division, University Grants Commission of Bangladesh, 28 (Twenty Eight) days Ex-Bangladesh leave (Earned Leave) with effect from 30-12-2019 to 26-01-2020 (or the date of departure) for staying with her husband and meet other relatives in Malaysia.

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

- The period will be treated as earned leave on full average pay;
- During this period, her salary and allowances will be paid in Bangladeshi currency as 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 return, she must join UGC immediately on the expiry of leave as per usual norms/ practice.

By order of the authority,


11.11.2019

Zafor Ahommad Jahanger

Joint Secretary (Admn.)

Phone : 88-02-58160232(Off)

Email:Jahanger@ugc.gov.bd

To

khaleda Akhter
Office Assistant Cum Computer Typist
Research Support & publication Division
University Grants Commission of Bangladesh
Agargaon, Dhaka-1207.

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Copy to (UGC):

- 1-9. Director (Finance & Accounts/Planning & Development/Research Support & Publication/Private University /Public University Management /SPQA/IMCT/ General Service & Estate /Public Relation & Right to Information Division), UGC, Dhaka.
10. System Analyst, IMCT Division, UGC, Dhaka (for uploading in the UGC website).
11. Senior Assistant Secretary, Office of the Chairman, UGC, Dhaka.
12. Personal officer to the Secretary, UGC, Dhaka.
- 13-14. Personal File/Master File.

Copy to (other offices):

1. H. E. High Commissioner of Malaysia to Bangladesh, High Commission of Malaysia, House no: 19, Road no: 6, Baridhara, Dhaka-1212.
2. Director General, Immigration and Passports, Agargaon, Dhaka.
3. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
4. Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.
5. Immigration and Customs, Benapole and Darshana.


11.11.2019

Tahmina Parveen
Assistant Secretary (Admn)

Tahmina Rahman
12/11/19
Programmer