



বাংলাদেশ

বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

Government of the People's Republic of Bangladesh
 University Grants Commission of Bangladesh
 Agargaon, Sher-e-Bangla Nagar, Dhaka-1207
 Tel:0088-58160106, Fax:0088-02-58160203
 www.ugc.gov.bd, E-mail: secretary@ugc.gov.bd

Ref: UGC/Admn/11/2017/1055

Dated: 22 April, 2024

Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mr. Zafor Ahommad Jahanger, Director, General Services, Estate & Engineering Division, UGC, 07 (Seven) days Ex-Bangladesh leave (Earned Leave) with effect from 20-05-2024 to 26-05-2024 (or 07 days from the date of departure) to visit Singapore for his treatment and Malaysia for personal purpose. Mr. Zafor Ahommad Jahanger's spouse Mrs. Rezwana Sharmin (Passport No. E 00055277) and son Zafor Taiyeb (Passport No. A 01271000) will accompany him. With the issuance of this letter, office order no. UGC/Admn/11/2017/1006, dated 08-04-2024 will be deemed cancelled.

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

- (a) The period will be treated as Ex-Bangladesh leave (Earned leave) on full average pay;
- (b) During the period, his salary and allowances will be paid in Bangladeshi currency as usual manner;
- (c) UGC or Government of the People's Republic of Bangladesh will not bear any financial liability either in local or in foreign currency in this regard;
- (d) After returning, he must join UGC immediately on the due date as per usual norms/practice.

With the approval of the authority,

(Signature)
22.04.2024

Md. Asaduzzaman

Deputy Secretary

Phone : 88-02-58160211 (Office)

E-mail: zaman_acct@yahoo.com

Mr. Zafor Ahommad Jahanger
 Director
 General Services, Estate & Engineering Division
 University Grants Commission of Bangladesh
 Agargaon, Dhaka-1207.

Ref: UGC/Admn/11/2017/ 1055

Dated: 22 April, 2024

Copy to UGC (Not according to seniority):

1. Secretary, UGC, Dhaka.
2. Director (Additional Charge), Finance & Accounts Division, UGC, Dhaka.
3. Additional Director, IMCT Division, UGC, Dhaka. (For uploading this Office Order at the UGC website)
4. Private Secretary (Deputy Secretary) to the Chairman, UGC, Dhaka.
- 5-9 Senior Assistant Secretary/Assistant Secretary, Office of the Member, UGC, Dhaka.
10. Personal Officer to the Secretary, UGC, Dhaka.
- 11-12. Personal file/Master file.

Copy to other offices (Not according to seniority):

1. His Excellency Ambassador, Consulate of the Republic of Singapore in Bangladesh Ventura Avenue (5th Floor), CWN(C)-8/B, Gulshan Ave, Dhaka 1212.
2. H. E. High Commissioner of Malaysia to Bangladesh, High Commission of Malaysia House No: 19, Road No: 6, Baridhara Diplomatic Enclave, Dhaka-1230.
3. Director General, Immigration and Passports, Agargaon, Dhaka.
4. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
5. Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.

(Signature)
22.04.2024