



[To be replaced with the same Memo and Date]

**Government of the People's Republic of Bangladesh**  
**University Grants Commission of Bangladesh**

UGC Bhaban, Plot # E-18/A, Agargaon Administrative Area  
Sher-e-Bangla Nagar, Dhaka-1207

[www.ugc.gov.bd](http://www.ugc.gov.bd)



বাংলাদেশ  
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

Memo.: UGC.ICC.5.54.A.F.V.10.17.673

Date: 28.02.2024


## Office Order

The Authority of the University Grants Commission (UGC) of Bangladesh is pleased to grant **MR FERDOUS ZAMAN** (Official Passport Number **E00047134**), Secretary, University Grants Commission (UGC) of Bangladesh Ex-Bangladesh leave with effect from 17 April 2024 to 26 April 2024 or eight days from the date of departure (excluding transit and travel period) to participate in a Signing Ceremony and a Joint Workshop at Hof University of Applied Sciences, Germany arranged by Higher Education and Leadership Development for Sustainable Textiles in Bangladesh (HELD) Project with GIZ, Germany.

02. Following terms and conditions will apply in this regard:

- All expenses (travelling, accommodation and meals) related to the participation in the mentioned program will be covered by the GIZ, Germany. There will be no financial involvement of the Government of the People's Republic of Bangladesh or the University Grants Commission of Bangladesh;
- He will not be provided with any part of his salary and allowances in foreign currency;
- The period of his stay abroad including transit and travel will be treated as on duty;
- He will submit a report to the Commission within 15 days of return.

03. Hence, this order is issued with the approval of the competent authority.

  
04.04.2024

Md. Mamun

Senior Assistant Secretary (ICC)

Phone: +880258160275

Email: [mamun@ugc.gov.bd](mailto:mamun@ugc.gov.bd)

### Distribution:


**Dr Ferdous Zaman**  
**Secretary**  
**University Grants Commission (UGC) of Bangladesh**  
**Agargaon, Administrative Area**  
**Sher-e-Bangla Nagar, Dhaka-1207.**

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Date: 28.02.2024

### Copy for kind information and necessary action (Not according to seniority):

- Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka;
- Senior Secretary, Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka;
- Secretary, Secondary and Higher Education Division, Ministry of Education, Dhaka;
- H. E. Ambassador, German Embassy, Diplomatic Enclave, 11 Madani Ave, Dhaka 1212 Dhaka-1212, Bangladesh;
- Director General, Consular & Welfare Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka-1000 (With the request to issue a Note Verbale);
- Director General, Dept. of Immigration and Passport, Agargaon, Dhaka;
- Director, Hazrat Shahjalal (R.) International Airport, Dhaka;
- Additional Director, IMCT, UGC, Dhaka (With the request to upload at the UGC website);
- Deputy Secretary, Office of the Chairman, UGC, Dhaka;
- Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka;
- Customs Officer, Hazrat Shahjalal (R.) International Airport, Dhaka;
- Chief Security Officer, Hazrat Shahjalal (R.) International Airport, Dhaka;
- Personal Officer, Office of the Secretary, UGC, Dhaka;
- Office/Master Copy.

  
04.04.2024

Md. Mamun

Senior Assistant Secretary