



বাংলাদেশ  
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

[To be replaced with the same memo and date]  
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

Bearer/By courier

Ref: UGC/Admin/11/2017/136

Dated: 12 January, 2025

## Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mr. Zafor Ahommad Jahanger, Director, Logistics Division, UGC, 07 (Seven) days Ex-Bangladesh leave (Earned Leave) with effect from 09-02-2025 to 15-02-2025 (or 07 days from the date of departure) to visit Singapore for his treatment. Mr. Zafor Ahommad Jahanger's wife Mrs. Rezwana Sharmin (Passport No. E00055277) and his Son Zafor Taiyeb (Passport No. A 01271000) will accompany him.

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

- The period will be treated as Ex-Bangladesh leave (Earned leave) on full average pay;
- During the period, his salary and allowances will be paid in Bangladeshi currency as usual manner;
- 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;
- After returning, he must join UGC immediately on the due date as per usual norms/practice.

With the approval of the authority,

*Zaman*  
12.01.2025

Md. Asaduzzaman  
Deputy Secretary

Phone : 88-02-58160211 (Office)  
E-mail: zaman\_acct@yahoo.com

Mr. Zafor Ahommad Jahanger  
Director  
Logistics Division  
University Grants Commission of Bangladesh  
Agargaon, Dhaka-1207.

Ref: UGC/Admin/11/2017/136

Dated: 12 January, 2025

### Copy to UGC (Not according to seniority):

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

### Copy to other offices (Not according to seniority):

- His Excellency Ambassador, Consulate of the Republic of Singapore in Bangladesh  
Ventura Avenue (5th Floor), CWN(C)-8/B, Gulshan Ave, Dhaka 1212.
- Director General, Immigration and Passports, Agargaon, Dhaka.
- Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
- Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.

*Nazrul Islam*  
12.01.25

Md. Nazrul Islam  
Senior Assistant Secretary