



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

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Ref: UGC/Admn/11/2017/ ২৪১৭

Dated: 28 October, 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, 04 (Four) days Ex-Bangladesh leave (Earned Leave) with effect from 11-11-2024 to 14-11-2024 (or 04 days from the date of departure) to visit Singapore for his treatment. Mr. Zafor Ahommad Jahanger's son Mr. Zafor Taiyeb (Passport No. A 01271000) will accompany him.

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,

Zaman
28.10.2024

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.

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Copy to UGC (Not according to seniority):

1. Secretary, UGC, Dhaka.
2. Director, 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/Personal Officer, 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. 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.

Nazrul Islam
28.10.2024

Md. Nazrul Islam
Senior Assistant Secretary