



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/Admin/1(447)/2009/2689

Dated: 08 October, 2024

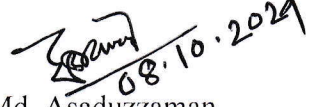
Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mrs. Nushrat Sharita, Deputy Director/Sr. Program Officer (UDL), IMCT Division, UGC, 109 (One Hundred Nine) days Ex-Bangladesh leave (Earned Leave) with effect from 03-11-2024 to 19-02-2025 (or 109 days from the date of departure) to visit USA for family purpose.

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, her 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, she must join UGC immediately on the due date as per usual norms/practice.

With the approval of the authority,


 08.10.2024
 Md. Asaduzzaman
 Deputy Secretary
 Phone : 88-02-58160211 (Office)
 E-mail: zaman_acct@yahoo.com

Mrs. Nushrat Sharita
Deputy Director/Sr. Program Officer (UDL)
IMCT Division
University Grants Commission of Bangladesh
Agargaon, Dhaka-1207.

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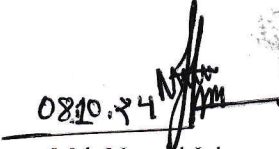
Dated: 08 October, 2024

Copy to UGC (Not according to seniority):

1. Secretary, UGC, Dhaka.
2. Director, IMCT Division, UGC, Dhaka.
3. Director, Finance & Accounts Division, UGC, Dhaka.
4. Additional Director, IMCT Division, UGC, Dhaka. (For uploading this Office Order at the UGC website)
5. Private Secretary (Deputy Secretary) to the Chairman, UGC, Dhaka.
- 6-10 Senior Assistant Secretary/Assistant Secretary, Office of the Member, UGC, Dhaka.
11. Personal Officer to the Secretary, UGC, Dhaka.
- 12-13. Personal file/Master file.

Copy to other offices (Not according to seniority):

1. H. E. Ambassador of U.S. Embassy in Dhaka, Madani Avenue, 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.


 08.10.24
 Md. Nazrul Islam
 Senior Assistant Secretary