



JnU/Admn.-1(681)/2016/5547

Date: 28 December, 2016

OFFICE ORDER

The Jagannath University has hereby granted Study Leave without pay to **Subarna Barua**, Lecturer, Department of **Microbiology**, Jagannath University for a period of 1(one) year, i.e. from 30 December, 2016 to 29 December, 2017 to participate Ph.D Program at the University of Auburn University, Alabama, USA as per decision {decision no-05(kha)} in the 73th meeting of the Syndicate of Jagannath University held on 15 December, 2016 on the following terms and condition:

1. That she shall have to enter into an agreement with the University in non-judicial stamp paper in accordance with the approved terms and conditions before she proceed on leave. She shall bear all costs in this regard;
2. That her service during the study leave shall be governed as per Jagannath University rules.
3. That returning from study leave she must at once report her return from leave to the Registrar along with a course leaving certificate through the Chairman/Head of the Department/Office. She shall not be entitled to join duties before the termination of her leave without the permission of the Vice-Chancellor;
4. That the application for extension of study leave beyond sanctioned period should be made at least six months before the expiry of the sanctioned leave through the supervisor/tutor together with the progress reports of the applicant;
5. The Jagannath University shall not bear any expenses for the said study leave.


28.12.16
(Engr. Md. Ohiduzzaman)
Registrar

Distributed to:

Subarna Barua, Lecturer, Department of Microbiology, Jagannath University, Dhaka.

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Copy forwarded for information and necessary action to:

1. Secretary, Chancellor's Secretariat, Govt. of the People's Republic of Bangladesh, Dhaka.
2. Secretary, Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh, Dhaka.
3. Secretary, Ministry of Education, Government of the People's Republic of Bangladesh, Dhaka.
4. Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka.
5. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Science, Jagannath University, Dhaka.
7. Chairman, Department of Microbiology, Jagannath University, Dhaka.
8. Director (Finance & Accounts), Jagannath University, Dhaka.
9. Director (Network & IT), Jagannath University, Dhaka.
10. Visa Officer, Embassy/High Commission of USA, Dhaka, Bangladesh.
11. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
12. Deputy Registrar & PS to VC, VC's Office, Jagannath University, Dhaka (For VC's kind information).
13. Assistant Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
14. Office Copy/Personal File.
15. Guard File.


(A.T.M. Shafiqur Rahman)
Assistant Registrar