

JnU/Admn-4(19)/2007/5402


Date: 15 December, 2016

**OFFICE ORDER**

This is to notify that the Vice-Chancellor of Jagannath University has hereby granted leave to **Lakshmi Rani Das** working as a Cleaner (Grade-4) at the Department of Physics, Jagannath University, Dhaka, Bangladesh to visit & stay in India on personal purpose for a period of 16 (Sixteen) days, i.e. from 16 December, 2016 to 29 December, 2016 {16/12/2016 to 25/12/2016, 10 (ten) days as permission to station leave during the Victory day, weekly holidays, winter vacation, Xmas day & 26/12/2016 to 29/12/2016, 04 (Four) days as earned leave with full average pay}.

Jagannath University, Dhaka, Bangladesh, does not has any financial obligation in this regard.

This notification is issued as authorized by letter no. 03.069.025.06.00.003.2011-144(500) dated- 19.06.2011 of the office of the Prime Minister, Government of the People's Republic of Bangladesh.

  
15.12.16  
(Engr. Md. Ohiduzzaman)  
Registrar

**Distribution:**

**Lakshmi Rani Das, Cleaner (Grade-4), Department of Physics, 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. Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka.
3. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh, Dhaka.
4. Chairman, Department of Physics, Jagannath University, Dhaka.
5. Director (Finance & Accounts), Jagannath University, Dhaka.
- ✓ 6. Director (Networking & IT), Jagannath University, Dhaka.
7. Visa Officer, High Commission/Embassy of India, Dhaka, Bangladesh.
8. Immigration Officer, Hazrat Shahjalal (R.) International Airport/Benapole, Jessore, Dhaka, Bangladesh.
9. Deputy Registrar & PS to VC, Office of the Vice chancellor, Jagannath University, Dhaka (For VC's kind information).
10. Assistant Director (Audit), Office of the Treasurer, Jagannath University, Dhaka (For Treasurer's kind information).
11. Office Copy/Personal File.
12. Guard file.

  
15.12.16  
(Mohammad Zahid Alam)  
Deputy Registrar