



JnU/Admn-1(748)/2017/4572

Date: 26 September, 2017

**OFFICE ORDER**

This is to notify that the Vice-Chancellor of Jagannath University has hereby granted leave to **Ruksana Karim**, Lecturer, Department of Music, Jagannath University, Dhaka, Bangladesh for a period of 10 (ten) days, i.e. from 28 September, 2017 to 07 October, 2017 on permission to station leave during the vacation of Durga puja, Muharram & Laxmi puja to visit & stay in Indonesia on personal purpose.

The 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.

(Engr. Md. Ohiduzzaman)  
Registrar

Distributed to:

**Ruksana Karim**, Lecturer, Department of Music, 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, Government of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Arts, Jagannath University, Dhaka.
7. Chairman, Department of Music, Jagannath University, Dhaka.
8. Director, Public Relations, Information and Publication, Jagannath University, Dhaka.
9. Director (Networking & IT), Jagannath University, Dhaka.
10. Additional Director (Finance & Accounts), Jagannath University, Dhaka.
11. Visa Officer, High Commission/Embassy of Indonesia, Dhaka, Bangladesh.
12. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Bangladesh.
13. Deputy Registrar & PS to VC, VC's Office, Jagannath University, Dhaka (For VC's kind information).
14. Assistant Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
15. Office Copy/Personal File/ Guard file.

(Mohammad Zahid Alam)  
Deputy Registrar