



JnU/Admn.-1(502)/2013/5058

Date: 31 October, 2017

OFFICE ORDER

Subject to approval of the Syndicate, the Vice-Chancellor of the Jagannath University has hereby granted study leave with full pay to **Riffat Farhana**, Assistant Professor, Department of Public Administration, Jagannath University, Dhaka, Bangladesh, for a period of 01 (one) year, i.e. from 01 November, 2017 to 31 October, 2018 to pursue M.Phil Program in the University of Dhaka, according to the following terms and conditions:

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 permission of the Vice-Chancellor;
4. That the application for extension of study leave beyond the 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.


(Engr. Md. Ohiduzzaman)

Registrar

Distributed to:


Riffat Farhana, Assistant Professor, Department of Public Administration, 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 Education, Government of the People's Republic of Bangladesh, Dhaka.
3. Dean, Faculty of Social Science, Jagannath University, Dhaka.
4. Chairman, Department of Public Administration, Jagannath University, Dhaka.
5. Director, Public Relations, Information and Publication Office, Jagannath University, Dhaka.
6. Director, Networking & IT, Jagannath University, Dhaka.
7. Additional Director (Finance & Accounts), Jagannath University, Dhaka.
8. Deputy Registrar & PS to VC, Office of the Vice-Chancellor, Jagannath University, Dhaka (for VC's kind information).
9. Deputy Registrar, General Administration, Registrar Office, Jagannath University, Dhaka.
10. Assistant Director (Audit), Office of the Treasurer, Jagannath University, Dhaka (for Treasurer's kind information).
11. Office Copy/ Personal File/ Guard File.


(Mohammad Zahid Alam)

Deputy Registrar