



Ref : JnU/Admin-2(51)/2010/4818

Date: 31 January, 2018

**OFFICE ORDER**

This is to notify that the Vice-Chancellor of Jagannath University has granted earned leave with full average pay to **Mantaha Moni**, working as an Assistant Director(IT), Office of the Networking & IT, Jagannath University, Dhaka, Bangladesh for a period of 09 (Nine) days, i.e. from 02 February, 2018 to 10 February, 2018 {02/02/2018 to 08/02/2018, 07 (seven) days as earned leave with full average pay & 09/02/2018 to 10/02/2018, 02 (two) days as permission to station leave during the weekly holidays } to visit & stay in India 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:**

**Mantaha Moni**, Assistant Director (IT), Office of the Networking & IT, Jagannath University, Dhaka.  
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Copy forwarded for information and necessary action to:

01. Secretary, Chancellor's Secretariat, Govt. of the People's Republic of Bangladesh, Dhaka.
02. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Dhaka.
03. Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh, Dhaka.
04. Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka.
05. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh, Dhaka.
06. Director, Public Relations, Information and Publication Office, Jagannath University, Dhaka.
07. Director (Networking & IT), Jagannath University, Dhaka.
08. Additional Director (Finance & Accounts), Jagannath University, Dhaka.
09. Visa Officer, High Commission/Embassy of India, Dhaka, Bangladesh.
10. Immigration Officer, Hazrat Shahjalal (R.) International Airport Dhaka,/Benapole, Jessore Bangladesh.
11. Deputy Registrar & PS to VC, Office of the Vice chancellor, Jagannath University, Dhaka (For VC's kind information).
12. Assistant Director (Audit), Office of the Treasurer, Jagannath University, Dhaka (For Treasurer's kind information).
13. Office Copy/Personal File.
14. Guard file.

  
(Mohammad Zahid Alam)  
Deputy Registrar