



JnU/Admin-2(200)/2018/050

Date: 12 March, 2025

**OFFICE ORDER**

This is to notify that the Vice-Chancellor of the Jagannath University has hereby granted leave to **Tahsina Farhan**, Assistant Director, Institutional Quality Assurance Cell (IQAC), Jagannath University, Dhaka, Bangladesh for a period of 12 (twelve) days i.e. 26 March 2025 to 06 April 2025 {26 March 2025 to 05 April 2025, 11 (eleven) days on permission to station leave during the vacation Eid-ul-fitr and weekly holidays and 06 April 2025 ,01 (one) day on earned leave with full average pay} to visit and stay in Singapore and Malaysia on personal purpose.

The Jagannath University, Dhaka, Bangladesh, does not have 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.

*[Signature]*  
12.03.2025

**(Kamrul Haq)**

Deputy Registrar

**Distributed to:**

**Tahsina Farhan**, Assistant Director, Institutional Quality Assurance Cell (IQAC), Jagannath University, Dhaka.

JnU/Admin-2(200)/2018/050

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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, Govt. of the People's Republic of Bangladesh, Dhaka;
3. Secretary, Ministry of Education, Govt. 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. Director (Finance & Accounts), Jagannath University, Dhaka.
7. Director, ICT Cell, Jagannath University, Dhaka.
8. Director, Institutional Quality Assurance Cell (IQAC), Jagannath University, Dhaka.
9. Visa Officer, High Commission/Embassy of Singapore and Malaysia, Dhaka, Bangladesh.
10. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka Bangladesh;
11. Deputy Registrar, Office of the Vice chancellor, Jagannath University, Dhaka (*For VC's kind information*);
12. Deputy Registrar, Office of the Treasurer, Jagannath University, Dhaka (*For Treasurer's kind information*);
13. Office Copy/Personal File.

*[Signature]*  
12.03.2025

**(Md. Raihan Uddin Ruhani)**

Section Officer (Grade-1)

*[Signature]*  
12/03/25