



Ref : JnU/Admn.-1(814)/2020/ 1233

Date:..... 15 March, 2023

### OFFICE ORDER

The Jagannath University has hereby granted study leave without pay to **Al-Amin**, Lecturer, Department of Political Science, Jagannath University, Dhaka for a period of 1(one) year, i.e. from 30 September, 2022 to 29 September, 2023 to participate 1 Year Masters Program at National Graduate Institute for Policy Studies (GRIPS), Japan as per decision (decision no-6) in the 91<sup>th</sup> meeting of the Syndicate of Jagannath University held on 31 January, 2023, according to the following terms and conditions:

1. That he shall have to enter into an agreement with the University in non-judicial stamp paper in accordance with the approved terms and conditions before he proceed on leave. He shall bear all costs in this regard;
2. That his service during the study leave shall be governed as per Jagannath University rules.
3. That returning from study leave he must at once report his return from leave to the Registrar along with a course leaving certificate through the Chairman/Head of the Department/Office. He shall not be entitled to join duties before the termination of his leave without the permission of the Vice-Chancellor;
4. That the application for extension of study leave beyond 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. That Jagannath University shall not bear any expenses for the said study leave.

  
15.03.23  
(Engr. Md. Ohiduzzaman)  
Registrar


Distributed to:  
Al-Amin, Lecturer, Department of Political Science, Jagannath University, Dhaka.

JnU Admn.-1(814)-2020/ 1233

15 March, 2023

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, Govt. of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Social Science, Jagannath University, Dhaka.
7. Chairman, Department of Political Science, Jagannath University, Dhaka.
8. Director (ICT Cell), Jagannath University, Dhaka (Request for Uploading).
9. Director (Finance & Accounts), Jagannath University, Dhaka..
10. Visa Officer, Embassy/High Commission of Japan, Dhaka, Bangladesh.
11. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh
12. Deputy Registrar PS to VC, VC's Office, Jagannath University, Dhaka (For VC's kind information)
13. Deputy Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information)
14. Office Copy/Personal File.

  
15.03.2023  
(Md. Jahangir Alam)  
Deputy Registrar