

**Office of the Registrar  
Jagannath University**

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"শিক্ষা নিয়ে গড়ান দেশ  
লেখা ছাড়াই বাঙালিদের"



রেজিস্ট্রার দপ্তর  
জগন্নাথ বিশ্ববিদ্যালয়  
ঢাকা-১১০০, বাংলাদেশ।  
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Jnu/Admin-1(688)/2016/642


Date : ০৭ February, 2024

**OFFICE ORDER**

This is to notify that the Vice-Chancellor of the Jagannath University has granted earned leave with full average pay to **Dr. Riffat Mahmood**, Assistant Professor, Department of Geography & Environment, Jagannath University, Dhaka, Bangladesh for a period of 09 (nine) days, i.e. from 13 February, 2024 to 21 February, 2024 (13-16 February, 2024 in Sri Lanka & 17-21 February, 2024 in Malaysia) for visit and stay in Sri Lanka & Malaysia for 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.

  
(Engr. Md. Ohiduzzaman)  
Registrar



Distributed to :

Dr. Riffat Mahmood, Assistant Professor, Department of Geography & Environment, Jagannath University, Dhaka.

Jnu/Admin-1(688)/2016/642

Date : ০৭ February, 2024

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. Dean, Faculty of Life and Earth Sciences, Jagannath University, Dhaka.
7. Chairman, Department of Geography and Environment, Jagannath University, Dhaka.
8. Director (ICT Cell), Jagannath University, Dhaka (*request for uploading*).
9. Director (Finance and Accounts), Jagannath University, Dhaka.
10. Visa Officer, High Commission/Embassy of Sri Lanka, Dhaka, Bangladesh.
11. Visa Officer, High Commission/Embassy of Malaysia, Dhaka, Bangladesh.
12. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka.
13. Deputy Registrar/PS to VC, VC's office, Jagannath University, Dhaka (*For VC's kind information*).
14. Deputy Direction (Audit), Treasurer's Office, Jagannath University, Dhaka (*For Treasurer kind information*).
15. Personal File/Office Copy.
16. Guard File.

  
(Md. Jahangir Alam)  
Deputy Registrar

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