




Ref : JnU/Admn.-1(523)/2013/ 195

Date: 23 February, 2021

**OFFICE ORDER**

Subject to approval of the Syndicate, the Vice-Chancellor of the Jagannath University has granted study leave without pay to **Dr. Nusrat Sultana**, Associate Professor, Department of Botany, Jagannath University, Dhaka for a period of 01(one) year, i.e. from 25 February, 2021 to 24 February, 2022 to pursue Post-Doctoral Research Fellowship Program in the Institut für Botanik, Technische Universität Dresden, Germany on the following terms and conditions:

1. That she will 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 will bear all costs in this regard;
2. That her service during the study leave will 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 will not be entitled to join duties before the termination of her 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. The Jagannath University will not bear any expenses for the said study leave.

  
(Engr. Md. Ohiduzzaman)  
Registrar

Distributed to:


**Dr. Nusrat Sultana**, Associate Professor, Department of Botany, 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. Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka.
3. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh, Dhaka.
4. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Dhaka.
5. Dean, Faculty of Life and Earth Sciences, Jagannath University, Dhaka.
6. Chairman, Department of Botany, Jagannath University, Dhaka.
7. Director (Finance & Accounts), Jagannath University, Dhaka.
8. Director (Networking & IT), Jagannath University, Dhaka.
9. Visa Officer, Embassy/High Commission of Germany, Dhaka, Bangladesh.
10. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
11. Deputy Registrar & PS to VC, VC's Office, Jagannath University, Dhaka (For VC's kind information).
12. Deputy Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
13. Office Copy/Personal File.
14. Guard File.

  
(Mohammad Zahid Alam)  
Deputy Registrar