



Ref : JnU/Admn.-1(270)/2011/ 218

Date: 29 March, 2018

**OFFICE ORDER**

Subject to approval of the Syndicate, the Vice-Chancellor of the Jagannath University has hereby granted study leave with full average pay to **Md. Moynul Haque**, Assistant Professor, Department of Political Science, Jagannath University, Dhaka, Bangladesh, for a period of 04 (four) months and 01 (one) day, i.e. from 01 April, 2018 to 31 July, 2018 to pursue Start-up Scholarship in the Bielefeld Graduate School in History and Sociology, Bielefeld University, Germany, 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 permission of the Vice-Chancellor;
4. That the application for extension of study leave beyond the sanctioned period should be made before the expiry of the sanctioned leave along with offer letter and progress reports through the supervisor/tutor of the applicant;
5. The Jagannath University shall not bear any expenses for the said study leave.

  
(Mohammad Zahid Alam)  
Deputy Registrar

Distributed to:

**Md. Moynul Haque**, Assistant Professor, Department of Political Science, Jagannath University, Dhaka.  
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1. Copy forwarded for information and necessary action to:
2. Secretary, Chancellor's Secretariat, Govt. of the People's Republic of Bangladesh, Dhaka.
3. Secretary, Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh, Dhaka.
4. Secretary, Ministry of Education, Government of the People's Republic of Bangladesh, Dhaka.
5. Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka.
6. Director General, Immigration & Passport, Government of the People's Republic of Bangladesh, Dhaka.
7. Dean, Faculty of Business Studies, Jagannath University, Dhaka.
8. Chairman, Department of Accounting and Information Systems, Jagannath University, Dhaka.
9. Director, Public Relations, Information and Publication Office, Jagannath University, Dhaka.
10. Director, Networking & IT, Jagannath University, Dhaka.
11. Additional Director (Finance & Accounts), Jagannath University, Dhaka.
12. Visa Officer, High Commission/Embassy of Germany, Dhaka, Bangladesh.
13. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
14. Deputy Registrar & PS to VC, Office of the Vice-Chancellor, Jagannath University, Dhaka (for VC's kind information).
15. Deputy Registrar, General Administration, Registrar Office, Jagannath University, Dhaka.
16. Assistant Director (Audit), Office of the Treasurer, Jagannath University, Dhaka (for Treasurer's kind information).
17. Assistant Registrar (Establishment, Recruitment), Registrar Office, Jagannath University, Dhaka (to update information)
18. Office Copy/ Personal File/ Guard File.

  
(Md. Al-helal uddin)  
Assistant Registrar