



Ref : JnU/Admn.-1(345)/2012/ 1372 (A)

Date: 29 March, 2022

### OFFICE ORDER

The Jagannath University has hereby granted study leave with pay to **Meherun Nesa**, Associate Professor, Department of English, Jagannath University, Dhaka, Bangladesh, for a period of 01 (one) year, i.e. from 10 March, 2022 to 09 March, 2023 to pursue Ph.D Program at Islamic University, Kushtia, Bangladesh according to the following terms and conditions:

01. That she shall 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 shall bear all costs in this regard;
02. That her service during the study leave shall be governed as per Jagannath University rules.
03. 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 shall not be entitled to join duties before the termination of her leave without the permission of the Vice-Chancellor;
04. 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;
05. The Jagannath University shall not bear any expenses for the said study leave.

  
(Engr. Md. Ohiduzzaman)  
Registrar

Distributed to:


**Meherun Nesa**, Associate Professor, Department of English, Jagannath University, Dhaka.

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Copy forwarded for information and necessary action to:

1. Dean, Faculty of Arts, Jagannath University, Dhaka.
2. Registrar, Islamic University, Kushtia, Bangladesh.
3. Chairman, Department of English, Jagannath University, Dhaka.
4. Director (Finance & Accounts), Jagannath University, Dhaka.
5. Director (ICT Cell), Jagannath University, Dhaka.
6. Deputy Registrar & PS to VC, VC's Office, Jagannath University, Dhaka (For VC's kind information).
7. Deputy Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
8. Assistant Registrar (Establishment), Registrar Office, Jagannath University, Dhaka (for update information)
9. Office Copy/Personal File.
10. Guard File.

  
(Mohammad Zahid Alam)  
Deputy Registrar