




Ref : JnU/Admn.-1(596)/2014/ 9880

Date:..... 25 January, 2021.....

OFFICE ORDER

The Jagannath University has hereby granted Study Leave with full pay to **Farzana Islam**, Assistant Professor, Department of Zoology, Jagannath University, Dhaka for a period of 1(one) year, i.e. from 28 January, 2021 to 27 January, 2022 to complete Ph.D Program at the Chiang Mai University, Thailand as per decision (decision no.-06) in the 83rd meeting of the Syndicate of Jagannath University held on 12 December, 2020 on the following terms and condition:

1. 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 proceeds on leave. She will bear all costs in this regard;
2. That her service during the study leave shall 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. That Jagannath University shall not bear any expenses for the said study leave.


25.1.21
(Engr. Md. Ohiduzzaman)
Registrar

Distributed to:

Farzana Islam, Assistant Professor, Department of Zoology, 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. 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 & Earth Sciences, Jagannath University, Dhaka.
7. Chairman, Department of Zoology, Jagannath University, Dhaka.
8. Director (Networking & IT), Jagannath University, Dhaka.
9. Director (Finance & Accounts), Jagannath University, Dhaka.
10. Visa Officer, Embassy/High Commission of Thailand, 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. Assistant Registrar (Establishment), Registrar Office, Jagannath University, Dhaka (For update information).
15. Office Copy/Personal File.


25.01.2021
(Md. Abdul Malek)