



InU/Admn-1(595)/2014/ 3052

Date : 07 August, 2024

OFFICE ORDER

Subject to approval of the Syndicate, the Vice-Chancellor of the Jagannath University has granted study leave with pay to **Mst. Hasina Begum**, Assistant Professor, Department of Zoology, Jagannath University, Dhaka, Bangladesh for a period of 1(one) year, i.e. from 08 August, 2024 to 07 August, 2025 to pursuing Ph.D Program at Texas Tech University, USA according to the following terms and conditions:

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 proceed on leave. She shall 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 shall 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.

[Signature]
9.8.2024
(Professor Dr. Md. Aynul Islam)
Registrar (In-charge)

Distributed to:

Mst. Hasina Begum, 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, Government of the People's Republic of Bangladesh, Dhaka.
3. Secretary, Ministry of Education, Government 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 Zoology, Jagannath University, Dhaka.
8. Director (Finance & Accounts), Jagannath University, Dhaka. *[Signature]* 12-16-24
9. Director (PRIP), Jagannath University, Dhaka.
10. Director (Networking & IT), Jagannath University, Dhaka (Request for upload to the InU website).
11. Visa Officer, Embassy/High Commission of USA, Dhaka, Bangladesh.
12. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
13. Deputy Registrar/PS to VC, VC's Office, Jagannath University, Dhaka (For VC's kind information).
14. Deputy Registrar (Council), Registrar Office, Jagannath University, Dhaka (For reporting the next Syndicate).
15. Assistant Registrar, Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
16. Office Copy/Personal File.
17. Guard File.

[Signature]
07.08.2024
(Md. Jahangir Alam)
Deputy Registrar

[Signature]
07.08.24