



Ref : JnU/Admin.-1(631)/2015/3027

Date: 04 August, 2022

OFFICE ORDER

Subject to approval of the Syndicate, the Vice-Chancellor of the Jagannath University has hereby granted study leave with pay to **Md. Razaul Karim** Assistant Professor, Department of Social Work, Jagannath University, Dhaka, Bangladesh, for a period of 01 (one) year, i.e. from 01 August, 2022 to 31 July, 2023 to pursue Masters Program in the Department of Sociology and Anthropology at Western Illinois University, USA, 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 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 shall not bear any expenses for the said study leave.

(Engr. Md. Ohiduzzaman)

Registrar

Distributed to:

Md. Razaul Karim, Assistant Professor, Department of Social Work, 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, Government of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Social Sciences, Jagannath University, Dhaka.
7. Chairman, Department of Social Work, Jagannath University, Dhaka.
8. Director (Finance & Accounts), Jagannath University, Dhaka.
9. Director, Public Relations, Information and Publication Office, Jagannath University, Dhaka.
10. Director (ICT Cell), Jagannath University, Dhaka (*Request for upload to the JnU website*).
11. Visa Officer, High Commission/Embassy of USA, Dhaka, Bangladesh.
12. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
13. PS to VC, Office of the Vice-Chancellor, Jagannath University, Dhaka (*for VC's kind information*).
14. Deputy Registrar, General Administration, Registrar Office, Jagannath University, Dhaka.
15. Deputy Director (Audit), Office of the Treasurer, Jagannath University, Dhaka (*for Treasurer's kind information*).
16. Deputy Registrar, Council Section, Office of the Registrar, Jagannath University, Dhaka (*to report the Syndicate*).
17. Assistant Registrar (Establishment, Recruitment), Registrar Office, Jagannath University, Dhaka (*to update information*).
18. Office Copy/ Personal File/ Guard File.

(A T M Shafiqur Rahman)

Deputy Registrar