



Ref :

JnU/Admn.-1(650)/2015/ 1527

Date: 09

September, 2021

OFFICE ORDER

The Jagannath University has hereby granted study leave with pay to Ritu Kundu, Assistant Professor, Department of Public Administration, Jagannath University, Dhaka, Bangladesh, for a period of 01 year, i.e. from 01 September, 2021 to 31 August, 2022 to pursue Ph.D Program in the University of Dhaka, Bangladesh as per decision {decision no. 6(ka)} of the 85th meeting of the Syndicate of the Jagannath University held on September, 2021 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 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:

Ritu Kundu, Assistant Professor, Department of Public Administration, 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 Education, Government of the People's Republic of Bangladesh, Dhaka.
3. Dean, Faculty of Social Sciences, Jagannath University, Dhaka.
4. Chairman, Department of Public Administration, Jagannath University, Dhaka.
5. Director (Finance & Accounts), Jagannath University, Dhaka.
6. Director, Public Relations, Information and Publication, Jagannath University, Dhaka.
7. Director, Networking & IT, Jagannath University, Dhaka.
8. Deputy Registrar & PS to VC, Office of the Vice-Chancellor, Jagannath University, Dhaka (for VC's kind information).
9. Deputy Registrar, General Administration, Registrar Office, Jagannath University, Dhaka.
10. Deputy Director (Audit), Office of the Treasurer, Jagannath University, Dhaka (for Treasurer's kind information).
11. Assistant Registrar (Establishment, Recruitment), Registrar Office, Jagannath University, Dhaka (to update information).
12. Office Copy/ Personal File/ Guard File.

(A, T, M, Shafiqur Rahman)
Deputy Registrar