



JnU/Admn.-1(729)/2017/ ৪৯৯০

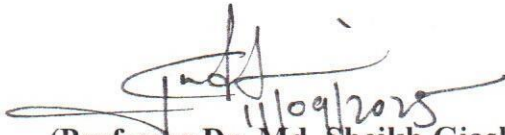
Date: 10 September, 2025

## OFFICE ORDER

This is to notify that the Vice-Chancellor of the Jagannath University has hereby granted leave to **Farzana Alam**, Assistant Professor, Department of Genetic Engineering & Biotechnology, Jagannath University, Dhaka, Bangladesh for a period of 10 (ten) days, i.e. from 13 September, 2025 to 22 September, 2025 {13/09/2025 to 20/09/2025, 08 (eight) days on duty leave and 21/09/2025 to 22/09/2025, 02 (two) days on earned leave with full average pay} to attend in the Annul Forum 2025 at Cambridge University, UK.

The Jagannath University will have no financial obligation in this regard.

This notification is issued as authorized by letter no. 03.069.025.06.00.003.2011-144(500), dated-19.06.2011 office of the Prime Minister, Government of the People's Republic of Bangladesh.

  
(Professor Dr. Md. Sheikh Giash Uddin)  
Registrar (In-charge)

Distributed to :


**Farzana Alam**, Assistant Professor, Department of Department of Genetic Engineering & Biotechnology, Jagannath University, Dhaka.

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Date: 10 September, 2025

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 and Earth Sciences, Jagannath University, Dhaka.
7. Chairman, Department of Genetic Engineering & Biotechnology, Jagannath University, Dhaka.
8. Director (ICT Cell), Jagannath University, Dhaka (*request for uploading*).
9. Director (Finance and Accounts), Jagannath University, Dhaka.
10. Visa Officer, High Commission/Embassy of UK, 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 Registrar, Treasurer's Office, Jagannath University, Dhaka (*For Treasurer's kind information*).
14. Personal File/Office Copy.
15. Guard File.

  
(Mohammad Zahid Alam)  
Deputy Registrar