



JnU/Admn.-1(802)/2019/ 547

Date: 30 January, 2024

OFFICE ORDER

Subject to approval of the Syndicate the Vice-Chancellor of Jagannath University has hereby granted study leave with pay to **Rafea Khatun**, Assistant Professor, Department of Land Management and Law, Jagannath University, Dhaka, Bangladesh, for a period of 01 (One) year, i.e. from 22 February, 2024 to 21 February, 2025 to participate Doctor of Philosophy, at the University of New England, NSW, Australia, 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.

(Signature)
30.01.24

(Engr. Md. Ohiduzzaman)

Registrar

Distribution:

Rafea Khatun, Assistant Professor, Department of Land Management and Law, 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 Law, Jagannath University, Dhaka.
7. Chairman, Department of Land Management and Law, Jagannath University, Dhaka.
8. Director (ICT Cell), Jagannath University, Dhaka.
9. Director (Finance & Accounts), Jagannath University, Dhaka.
10. Visa Officer, /High Commission/ Embassy of Australia, Dhaka, Bangladesh.
11. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
12. Director, Public Relations, Information and Publication, Jagannath University, Dhaka.
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), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
16. Deputy Registrar (Establishment), Registrar Office, Jagannath University, Dhaka (for update information).
17. Office Copy/Personal File/Guard file.

(Signature)
30.01.24

(Md. Serazul Hoque Sharif)
Deputy Registrar