



JnU/Admn.-1(767)/2018/ ২৬৬৩

Date: ২৪ October, 2026

OFFICE ORDER

This is to notify that the Vice-Chancellor of the Jagannath University has hereby granted earned leave with full average pay to **Subah Samara**, Assistant Professor, Department of Public Administration, Jagannath University, Dhaka, Bangladesh for a period of 10(ten) days, i.e. from 04 November, 2026 to 13 November, 2026 to visit and stay in Saudi Arabia for Perform the holly Umrah.

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 :

Subah Samara, 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 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 Social Sciences, Jagannath University, Dhaka.
7. Chairman, Department of Public Administration, 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 Saudi Arabia, 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.

(Mst. Ashra-Un-Aktar Tuhin)
Deputy Registrar