



Ref : JnU/Admin-1(682)/2016/4882

Date: 02 December, 2019.....

### OFFICE ORDER

This is to notify that the Vice-Chancellor of the Jagannath University has hereby granted leave to **Dr. Syeda Tasneem Towhid**, Assistant Professor, department of Microbiology, Jagannath University, Dhaka, Bangladesh for a period of 17 (seventeen) days i.e. from 08 December, 2019 to 24 December, 2019 {08/12/2019 to 12/12/2019 of 05 (five) days on earned leave with full average pay and 13/12/2019 to 24/12/2019 of 12 (twelve) days permission to station leave during the vacation of Victory day, Winter vacation, Christmas day & weekly holidays} to visit and stay in Chennai, India on personal purpose.

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.

*AB* 3.12.19

(Engr. Md. Ohiduzzaman)

Registrar

Distributed to:

Dr. Syeda Tasneem Towhid, Assistant Professor, Department of Microbiology, Jagannath University, Dhaka.

JnU/Admin-1(682)/2016/4882

Date: 03 December, 2019

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, Govt. of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Life and Earth Sciences, Jagannath University, Dhaka.
7. Chairman, Department of Microbiology, Jagannath University, Dhaka.
8. Director (Networking & IT), Jagannath University, Dhaka.
9. Director (Finance & Accounts), Jagannath University, Dhaka.
10. Visa Officer, High Commission/Embassy of India, Dhaka, Bangladesh.
11. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka/ Jashore, Benapole, Bangladesh.
12. Deputy Registrar & PS to VC, VC's Office, Jagannath University, Dhaka (For VC's Kind information).
13. Assistant Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's Kind information).
14. Personal File/Office Copy.
15. Guard File.

*Mohammad Zahid Alam*  
03.12.19

(Mohammad Zahid Alam)

Deputy Registrar