



JnU/Admn.-1(823)/2020/1440

০২ September, 2021


Ref :

Date:.....

OFFICE ORDER

Subject to approval of the Syndicate, the Vice-Chancellor of Jagannath University has hereby granted study leave to **Md. Jahid-Al-Mamun**, Lecturer, Department of Land Management and Law, Jagannath University, Dhaka, Bangladesh, for a period of 01 (one) year, i.e. from 30 August, 2021 to 29 August, 2022 {30/08/2021 to 29/12/2021, 04(four) months without pay and 30/12/2021 to 29/08/2022, 08(eight) months with pay} to pursue Master's Program at the Graduate Institute of International and Development Studies (IHEID) Geneva, Switzerland according to the following terms and conditions:

1. That he shall have to enter into an agreement with the University in non-judicial stamp paper in accordance with the approved terms and conditions before he proceed on leave. He shall bear all costs in this regard;
2. That his service during the study leave shall be governed as per Jagannath University rules.
3. That returning from study leave he must at once report his return from leave to the Registrar along with a course leaving certificate through the Chairman/Head of the Department/Office. He shall not be entitled to join duties before the termination of his leave without the permission of the Vice-Chancellor;
4. That the application for extension of study leave beyond 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:


Md. Jahid-Al-Mamun, Lecturer, 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, Embassy/High Commission of Switzerland, Dhaka, Bangladesh.
11. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
12. Deputy Director, Public Relations, Information and Publication, Jagannath University, Dhaka.
13. Deputy Registrar & PS to VC, VC's Office, 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. Assistant Registrar (Establishment), Registrar Office, Jagannath University, Dhaka (for update information).
17. Office Copy/Personal File/Guard file.


02.09.2021
(Mohammad Zahid Alam)