



JnU/Admin-03(253)/2023/126

Date: 05 November, 2025

**OFFICE ORDER**

This is to notify that the Vice-Chancellor of the Jagannath University has hereby granted earned leave with full average pay to **Rekha Rani De**, Office Assistant-Cum-Computer typist, Department of Physics, Jagannath University, Dhaka, Bangladesh for a period of 22 (twenty two) days, i.e. from 09 November, 2025 to 30 November, 2025 to visit and stay in India for her treatment.

The Jagannath University, Dhaka, Bangladesh, does not have any 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 of the office of the Prime Minister, Government of the People's Republic of Bangladesh.

**Professor Dr. Shaikh Rafiqul Islam)**

Registrar (Routin Charge)

**Distributed to:**

**Rekha Rani De**, Office Assistant-Cum-Computer typist, Department of Physics, 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. Chairman, Department of Physics, Jagannath University, Dhaka;
6. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh, Dhaka;
7. Director (Finance & Accounts), Jagannath University, Dhaka, Bangladesh;
8. Director, ICT Cell, Jagannath University, Dhaka;
9. Visa Officer, High Commission/Embassy in India, Dhaka, Bangladesh;
10. Hazrat Shahjalal (R.) International Airport, Dhaka/Benapole, Jashore/Gede, Darshana/Tamabil, Sylhet /Akhaura, B.Baria/Burimari, Lalmonirhat/ Banglabandha, Panchagarh, Bangladesh;
11. Deputy Registrar/PS to VC, Office of the Vice Chancellor, Jagannath University, Dhaka (For VC's kind information);
12. Deputy Director (Audit), Office of the Treasurer, Jagannath University, Dhaka (For Treasurer's kind information);
13. Office Copy/Personal File;

05.11.2025

**(Kamrul Haq)**

Deputy Registrar