



Ref : JnU/Admn.-1(840)/2021/ 2207

Date: 02 June, 2022

OFFICE ORDER

The Jagannath University has hereby granted study leave **without pay** to Shomoita Sayed, Lecturer, Department of Biochemistry and Molecular Biology, Jagannath University for a period of 1(one) year, i.e. from 04 August, 2021 to 03 August, 2022 to participate Ph.D Program at Purdue University, USA as per decision (decision no-6 kha) in the 85th meeting of the Syndicate of Jagannath University held on 06 September, 2021, 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 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. That Jagannath University shall not bear any expenses for the said study leave.

(Engr. Md. Ohiduzzaman)
Registrar

Distributed to:

Shomoita Sayed, Lecturer, Department of Biochemistry and Molecular Biology, 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, Govt. of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Life & Earth Sciences, Jagannath University, Dhaka.
7. Chairman, Department of Biochemistry and Molecular Biology, Jagannath University, Dhaka.
8. Director (ICT Cell), Jagannath University, Dhaka (Request for Uploading).
9. Director (Finance & Accounts), Jagannath University, Dhaka.
10. Visa Officer, Embassy/High Commission of USA, 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 Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
14. Assistant Registrar (Establishment), Registrar Office, Jagannath University, Dhaka (for update information)
15. Office Copy/Personal File.

(A.T.M. Shafiqur Rahman)
Deputy Registrar