




JnU/Admn-1(686)/2016/ 1626

Date : 16 April, 2023

### OFFICE ORDER

Subject to approval of the Syndicate, the Vice-Chancellor of the Jagannath University has granted study leave with pay to **Mr. Md. Asraf Uddin**, Assistant Professor, Department of Geography and Environment, Jagannath University, Dhaka for a period of 1(one) year, i.e. from 06 March, 2023 to 05 March, 2024 to pursue Ph.D Program at Jagannath University, Dhaka, Bangladesh 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. That Jagannath University shall not bear any expenses for the said study leave.

 16.4.23

(Engr. Md. Ohiduzzaman)  
Registrar

Distributed to :


Mr. Asraf Uddin, Assistant Professor, Department of Geography and Environment, Jagannath University, Dhaka.

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Copy forwarded for information and necessary action to:

1. Dean, Faculty of Life & Earth Sciences, Jagannath University, Dhaka.
2. Chairman, Department of Geopgraphy and Environment, Jagannath University, Dhaka.
3. Director (ICT Cell), Jagannath University, Dhaka (Request for Uploading).
4. Director (Finance & Accounts), Jagannath University, Dhaka.
5. Deputy Registrar/PS to VC, VC's Office, Jagannath University, Dhaka (For VC's kind information).
6. Deputy Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
7. Office Copy/Personal File.
8. Guard File.

 16.04.23  
(Mohammad Zahid Alam)  
Deputy Registrar