



Ref : JnU/Admn.-1(106)/2008/2351

13 September, 2018

Date:.....

OFFICE ORDER

Subject to approval of the Syndicate, the Vice-Chancellor of Jagannath University has hereby granted study leave with pay to **Mr. Md. Abdus Salam**, Assistant Professor, Department of English, Jagannath University, Dhaka, Bangladesh, for a period of 01 (one) year, i.e. from 13 September, 2018 to 12 September, 2019 to participate in the Master's Program under University of Westminster, London, UK, 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 proceeds to 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.


(Engr. Md. Ohiduzzaman)

Registrar

Distributed to:

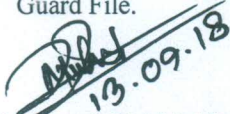
Mr. Md. Abdus Salam, Assistant Professor, Department of English, Jagannath University, Dhaka.

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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. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Dhaka.
7. Dean, Faculty of Art's, Jagannath University, Dhaka.
8. Chairman, Department of English, Jagannath University, Dhaka.
9. Director (Networking & IT), Jagannath University, Dhaka.
10. Additional Director (Finance & Accounts), Jagannath University, Dhaka.
11. Visa Officer, Embassy/High Commission of UK, Dhaka, Bangladesh.
12. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
13. Deputy Registrar & PS to VC, VC's Office, Jagannath University, Dhaka (For VC's kind information).
14. Assistant Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
15. Assistant Registrar (Establishment), Registrar Office, Jagannath University, Dhaka (for update information)
16. Office Copy/Personal File.
17. Guard File.


(Mohammad Zahid Alam)

Deputy Registrar