

Ref : JnU/Admn.-1(687)/2016/1775

Date:.....29.....December, 2021..

OFFICE ORDER

Subject to approval of the Syndicate, the Vice-Chancellor of Jagannath University has granted study leave with pay to **Shahana Sultana**, Assistant Professor, Department of Geography and Environment, Jagannath University, Dhaka, Bangladesh, for a period of 01 (one) year, i.e. from 01 January, 2022 to 31 December, 2022 to participate M.Phil. Programme under the University of Dhaka, Bangladesh according to the following terms and conditions:

1. That she will 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 will 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 will 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. The Jagannath University shall not bear any expenses for the said study leave.


(Engr. Md. Ohiduzzaman)
Registrar

Distributed to:

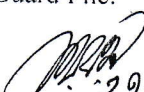
Shahana Sultana, Assistant Professor, Department of Geography and Environment, Jagannath University, Dhaka.

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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 Education, Government of the People's Republic of Bangladesh, Dhaka.
3. Dean, Faculty of Life & Earth Sciences, Jagannath University, Dhaka.
4. Chairman, Department of Geography and Environment, Jagannath University, Dhaka.
5. Director (ICT Cell), Jagannath University, Dhaka.
6. Director (Finance & Accounts), Jagannath University, Dhaka.
7. Deputy Registrar & PS to VC, VC's Office, Jagannath University, Dhaka (For VC's kind information).
8. Deputy Registrar (Council), Jagannath University, Dhaka (to report the syndicate meeting).
9. Deputy Director (Audit), Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
10. Assistant Registrar (Establishment), Registrar Office, Jagannath University, Dhaka (for update information)
11. Office Copy/Personal File.
12. Guard File.


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