

Government of the People's Republic of Bangladesh
Education Ministry
Secondary and Higher Education Division
Public University Section-1
www.shed.gov.bd

Record Number: 37.00.0000.000.079.08.0122.22-370

Date: 08/07/2026

Office Order

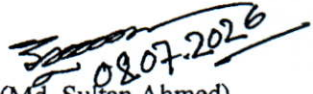
The undersigned is pleased to convey sanction of the Government in favour of the following employee of Jagannath University travelling to India for treatment on Earned leave as mentioned below:

Name	Period	Purpose	Country
Mrs. Mony Das (passport no-A11363555), Office Secretary-cum-Computer Operator. Jagannath University, Dhaka.	From 09.07.2026 to 08.08.2026 or actual date of travel for a period of 30(thirty) days (excluding travel time).	Treatment	India

2. The terms and conditions of the above-said visit:

- No expenses of the travel shall be borne by the Government of Bangladesh or the University;
- She shall not stay abroad beyond the period of medical leave approved and shall report back to the University immediately after her return to the country;
- She will return to the country after completing her treatment;
- All the responsibilities relating to this visit shall lie with the University which has been recommended the travel;
- The University authority shall make sure that the official activities of the University are not affected by her absence;
- The leave as per Rule 34 of Appendix 8 of BSR Part-1 will be considered cancelled if the leave is not taken within 35 (thirty five) days.

3. This order is issued with the approval of the competent authority.


(Md. Sultan Ahmed)
Assistant Secretary
Ph: 0255100337
E-mail: ds_univ1@moedu.gov.bd

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Copy for Kind Information and Necessary Action (Not in the order of seniority):

- Foreign Secretary, Ministry of Foreign Affairs, Segubbagicha, Dhaka;
- Vice-Chancellor, Jagannath University, Dhaka;
- Additional Secretary, University Wing, Secondary and Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka;
- Director General, Immigration and Passport, Agargaon, Dhaka;
- PS to Secretary, Secondary and Higher Education Division, Ministry of Education, Dhaka;
- Deputy Director, Hazrat Shahjalal International Airport, Dhaka;
- Deputy Director, Foreign Currency Regulation, Bangladesh Bank, Dhaka.;
- Register, Jagannath University, Dhaka;
- System Analyst, ICT Branch, Secondary and Higher Education Division, Ministry of Education, Dhaka (requested to upload the Office Order on the Ministry's Website); and
- Mrs. Mony Das. Office Secretary-cum-Computer Operator. Jagannath University, Dhaka
- Office Copy.


(Md. Sultan Ahmed)
Assistant Secretary