

Government of the People's Republic of Bangladesh  
Ministry of Education  
Secondary and Higher Education Division  
Private University-1  
[www.shed.gov.bd](http://www.shed.gov.bd)

Record Number: 37.00.0000.078.25.001.2013 (Part-4)-265

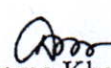
Date : 12 August, 2026

**Office Order**

The undersigned is directed to convey Government's approval of ex-Bangladesh leave in favor of Mr. Fariduzzaman, Senior Assistant Director, University Grants Commission of Bangladesh (UGC) for performing the holy Umrah in Saudi Arabia from 15 August 2026 to 30 August 2026 or 15 (fifteen) days (excluding travel time) from the date of departure under the following terms and conditions:

**Terms and Conditions:**

- a) All expenses of this travel will be borne by himself. University Grants Commission of Bangladesh and Bangladesh Government will have no financial involvement in this regard;
  - b) He will return to work at the end of the journey and shall inform to Secondary and Higher Education Division, Ministry of Education;
  - c) While travelling he will receive his salary and allowances in Bangladeshi currency; and
  - d) The provision of Clause 34 of Appendix VIII of Rule 234 of BSR (Part-1) will be applicable for this approval.
2. This order has been issued with the approval of the competent authority.

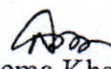
 12.08.2026  
Nayeema Khandakar  
Senior Assistant Secretary  
Phone: 02223390672  
nongovt.university1@moedu.gov.bd

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Date : 12 August, 2026

**Copy for Kind Information and Necessary Action (Not according to seniority):**

- 1) Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka;
- 2) Foreign Secretary, Ministry of Foreign Affairs, Dhaka;
- 3) Chairman, University Grants Commission of Bangladesh (UGC), Dhaka;
- 4) Additional Secretary (University Wing), Secondary and Higher Education Division;
- 5) Director General, Department of Immigration and Passports, Dhaka;
- 6) General Manager, Foreign Exchange Control Department, Bangladesh Bank, Motijheel, Dhaka;
- 7) PS to the Hon'ble Secretary, Secondary and Higher Education Division;
- 8) Director, Hazrat Shahjalal International Airport, Dhaka;
- 9) Secretary, University Grants Commission of Bangladesh (UGC), Dhaka;
- 10) Systems Analyst, ICT Branch, Secondary and Higher Education Division.
- 11) Mr. Fariduzzaman, Senior Assistant Director, University Grants Commission of Bangladesh (UGC), Dhaka;
- 12) Office Copy.

 12.08.2026  
Nayeema Khandakar  
Senior Assistant Secretary