



**(Replaced on the same date and ref no.)**  
**Government of the People's Republic of Bangladesh**  
**University Grants Commission of Bangladesh**  
 Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207  
[www.ugc.gov.bd](http://www.ugc.gov.bd)



No. UGC/ICC/5.89/Erasmus/37/18/3262

Date: 03-12-2025

**Office Order**

The Authority of the University Grants Commission (UGC) of Bangladesh is pleased to grant **Mst. Jesmin Pervin** (Passport Number: E00266320), Director, International Collaboration Division, University Grants Commission (UGC) of Bangladesh Ex-Bangladesh leave with effect from 22 January to 29 January 2026 (eight days) to attend the Erasmus+ NEO-ICP-ENFP Meeting at Brussels, Belgium organized by the European Education and Culture Executive Agency (EACEA), apart from that she will stay in Belgium from the 30, January to 03 February 2026 (five days) which will be counted as earned leave, a total of 13 days (22 January to 03 February 2026) from the date of departure (excluding transit and travel period).

02. Following terms and conditions will apply in this regard:

- (a) All expenses (travelling, accommodation and meals) related to the participation in the mentioned program (22 to 29 January 2026) will be covered by the organizer. Expenses (travelling, accommodation and meals) for her stay in Belgium on the 30 January to 03 February 2026 will be borne by herself. There will be no financial involvement of the Government of the People's Republic of Bangladesh or the University Grants Commission of Bangladesh;
- (b) She will not be provided with any part of his salary and allowances in foreign currency;
- (c) The eight days (22 to 29 January 2026) of her stay abroad including transit and travel will be treated as on duty and the other five days (30 January to 03 February 2026) will be counted as earned leave;
- (d) She will submit a report to the Commission within 15 days of return.

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

*Sabahat Rizvee*  
20/12/26

Khandker Sabahat Rizvee  
International Collaboration Division  
Senior Assistant Director  
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**Distribution:**

Mst. Jesmin Pervin  
Director  
International Collaboration Division  
University Grants Commission (UGC) of Bangladesh  
Agargaon, Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207.

No. UGC/ICC/5.89/Erasmus/37/18/3262

Date: 03-12-2025

**Copy for kind information and necessary action (Not according to seniority);**

- 01. Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka-1000;
- 02. H.E. Ambassador, Embassy of the Belgium in Bangladesh ACI Centre, Tejgaon, Dhaka, Bangladesh;
- 03. Visa Officer, Embassy of the Belgium in Bangladesh ACI Centre, Tejgaon, Dhaka, Bangladesh (with the request to expedite the visa issues);
- 04. Director General, Dept. of Immigration and Passport, Agargaon, Dhaka;
- 05. Director, Finance and Accounts Division, UGC, Dhaka;
- 06. Director, IMCT, UGC, Dhaka (With the request to upload at the UGC website);
- 07. Joint Secretary, Administration Division, UGC, Dhaka (With the request to preserve in the personal file);
- 08. Director, Hazrat Shahjalal (R.) International Airport, Dhaka;
- 09. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka;
- 11. Private Secretary (Add. Director), Office of the Chairman, UGC, Dhaka;
- 10. Customs Officer, Hazrat Shahjalal (R.) International Airport, Dhaka;
- 12. Chief Security Officer, Hazrat Shahjalal (R.) International Airport, Dhaka;
- 13. Personal Officer, Office of the Secretary, UGC, Dhaka;
- 14. Office Copy/Master Copy.

*Sabahat Rizvee*  
20/12/26

Khandker Sabahat Rizvee  
Senior Assistant Director  
International Collaboration Division