



বাংলাদেশ

বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

# University Grants Commission of Bangladesh

Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

Tel:0088-58160106, Fax:0088-02-58160203

www.ugc.gov.bd. E-mail: secretary@ugc.gov.bd

Ref :UGC/Admn/P.F/09/2017/ 210

Dated : 21 January 2026

## Office Order

The Authority of the University Grants Commission of Bangladesh (UGC) has granted Mr. Shoylen Chakma, Sub-Assistant Engineer (Automobile), General Services & Engineering Division of UGC, 01 (One) year 05 Month 07 days Ex-Bangladesh study leave without pay from 22-09-2025 to 28-02-2027 to pursue M.Sc. in Automotive Engineering, University of Hertfordshire, UK by the office order issued on 25 September 2025, Ref No:UGC/Admn / P.F/09/2017/2772 with some terms and conditions.

2. In view of his application dated 29-09-2025 and according to the decision of the authority of the UGC at 58<sup>th</sup> monthly meeting the pre-approved leave granted from 22-09-2025 to 28-02-2027 will be treated as Ex-Bangladesh study leave with pay to pursue the said program under the following terms and conditions.

- (1) During his study period, he will be treated as on study leave on with pay;
- (2) The Government of Bangladesh or University Grants Commission of Bangladesh shall have no responsibility of bearing any of his educational/other expenses either in local or foreign currency;
- (3) He will not stay abroad more than the period of his study leave as approved by the authority;
- (4) He will have to join to the University Grants Commission immediately after completion of the program.
- (5) After returning, he will have to serve the Commission according to the rules of the Commission and the agreement was signed before leaving UGC/commencement of the leave;
- (6) After completion of each semester, he has to submit a report to the UGC through his supervisor/ Head of the Department of the university.
- (7) Initially, his leave has been approved for the above period (22-09-2025 to 28-02-2027) which may be extended up to a period as the authority may deem fit depending on the satisfactory report of his supervisor/ Head of the Department of the university.

With the approval of the authority,

Mr. Shoylen Chakma  
Sub-Assistant Engineer (Automobile)  
General Services & Engineering Division  
University Grants Commission of Bangladesh  
Agargaon, Dhaka-1207.

Dr. Md. Fakhru Islam  
Secretary

Phone : 88-02-58160106(Off)  
Email: fakhru@ugc.gov.bd

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### Copy to (UGC):

1. Director, General Services & Engineering Division, UGC, Dhaka.
2. Director, Finance, Accounts & Budget Division, UGC, Dhaka.
3. Joint Secretary, Administration Division, UGC, Dhaka.
4. Additional Director, ICT Division (For uploading this Office order in the UGC website), UGC, Dhaka.
5. Private Secretary (Additional Director) to the Chairman, UGC, Dhaka.
- 6-10. Assistant Secretary/ Personal officer, Office of the Member, UGC, Dhaka.
11. Personal officer, Office of the Secretary, UGC, Dhaka.
- 12-13. Personal File/Master File.

Tahmina Parveen  
Assistant Secretary