



বাংলাদেশ

বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

Government of the People's Republic of Bangladesh  
 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/Admin/11/2025/ 195

Dated: 21 January, 2026

## Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mrs. Mafroza Parvin (Passport No- E00141648), Joint Secretary (Legal) (District and Sessions Judge), Administration Division UGC, 16 (Sixteen) days Ex-Bangladesh leave (Earned Leave) with effect from 12-02-2026 to 22-02-2026 (or 11. days from the date of departure) to visit the Kingdom of Saudi Arabia for performing the Holy Omrah. Mrs. Mafroza Parvin's spouse Mr. S M Shazzad Ul Haque (Passport No- A07507395) and daughter Mrs Nowshin Sayera (Passport NO- A02004526) will also accompany her.

2. Relating to this visit following terms and conditions will be applied:

- (a) The period will be treated as Ex-Bangladesh Leave (Earned Leave) on full average pay;
- (b) During the period, her salary and allowances will be paid in Bangladeshi currency as usual manner;
- (c) UGC or Government of the People's Republic of Bangladesh will not bear any financial liability either in local or in foreign currency in this regard;
- (d) After returning, she must join UGC immediately on the due date as per usual norms/practice.

With the approval of the authority,

*[Signature]*  
21.01.2026

Md. Asaduzzaman

Deputy Secretary

Phone : 88-02-58160211 (Office)

E-mail: zaman\_acct@yahoo.com

Mrs. Mafroza Parvin  
 Joint Secretary (Legal) (District and Sessions Judge)  
 Administration Division  
 University Grants Commission of Bangladesh  
 Agargaon, Dhaka-1207.

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### Copy to UGC (Not according to seniority) :

1. Secretary, UGC, Dhaka.
2. Director, Finance, Accounts and Budget Division, UGC, Dhaka.
3. Additional Director, ICT Division, UGC, Dhaka. (with the request to upload this Office Order in the UGC website)
4. Private Secretary (Additional Director) to the Chairman, UGC, Dhaka.
- 5-9. Assistant Secretary/Personal Officer, Office of the Member, UGC, Dhaka.
10. Assistant Secretary, Office of the Secretary, UGC, Dhaka.
- 11-12. Personal file/Master file.

### Copy to other offices (Not according to seniority) :

1. His Excellency Ambassador, The Royal Embassy of Saudi Arabia in Bangladesh Baridhara, Gulshan-2, Dhaka-1212.
2. Registrar General, Supreme Court of Bangladesh, Ramna, Dhaka-1000.
3. PS to Secretary, Law and Justice Division, Bangladesh Secretariat, Dhaka.
4. Director General, Immigration and Passports, Agargaon, Dhaka.
5. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.

*[Signature]*  
22/02/2026

*[Signature]*  
21.01.26

Md. Nazrul Islam  
 Senior Assistant Secretary