

Ref: UGC/Admin/1(374)2005/ 473

Dated: 05 March, 2026

## Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mr. Mamun Patwary (Passport NO- A09606765), Senior Assistant Director, Private University Management Division, UGC, 14 (Fourteen) days Ex-Bangladesh leave (Earned Leave) with effect from 20-03-2026 to 02-04-2026 (or 14 days from the date of departure) to visit the Kingdom of Saudi Arabia for performing the Holy Omrah. Mr. Mamun Patwary's wife Mrs. Farhana Akther (Passport NO- A09506446), Son Mr. Md. Farhan Mohtasim Patwary (Passport NO- A09506445) and daughter Miss Farin Muntaha (Passport NO- A09506444) will accompany him.

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, his 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, he must join UGC immediately on the due date as per usual norms/practices.

With the approval of the authority,

*Md. Asaduzzaman*  
05.03.2026  
Md. Asaduzzaman  
Deputy Secretary

Phone : 88-02-58160211 (Office)  
E-mail: zaman\_acct@yahoo.com

Mr. Mamun Patwary  
Senior Assistant Director  
Private University Management Division  
University Grants Commission of Bangladesh  
Agargaon, Dhaka-1207.

*AD*  
*Md. Asaduzzaman*  
05/03/2026

Ref: UGC/Admin/1(374)2005/ 473

Dated: 05 March, 2026

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

1. Secretary, UGC, Dhaka.
2. Director, Finance, Accounts and Budget Division, UGC, Dhaka.
3. Director, Private University Management Division, UGC, Dhaka.
4. Additional Director, ICT Division, UGC, Dhaka. (With the request to upload this Office Order in the UGC website)
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 to the Secretary, UGC, Dhaka.
- 12-13. 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. Director General, Immigration and Passports, Agargaon, Dhaka.
3. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.

*Md. Nazrul Islam*  
05.03.2026  
Md. Nazrul Islam  
Senior Assistant Secretary