



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/28/2021/ 546

Dated: 15 March, 2026

Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mr. Md. Shariful Islam (Passport No. E00158902), Senior Assistant Director, General Services & Engineering Division, UGC, 15 (Fifteen) days Ex-Bangladesh leave (Earned Leave) with effect from 15-04-2026 to 29-04-2026 (or 15 days from the date of departure) to visit India for the treatment of his son Ayan Abrar (Passport No. A12460386). Mr. Md. Shariful Islam's wife Mrs. Shaila Sharmin (Passport No. E00150750) 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/practice.

With the approval of the authority,

Signature
15.03.2026

Md. Asaduzzaman
Deputy Secretary

Phone : 88-02-58160211 (Office)
E-mail: zaman_acct@yahoo.com

Mr. Md. Shariful Islam
Senior Assistant Director
General Services & Engineering Division
University Grants Commission of Bangladesh
Agargaon, Dhaka-1207.

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Dated: 15 March, 2026

Copy to UGC (Not according to seniority) :

1. Secretary, UGC, Dhaka.
2. Director, Finance, Accounts and Budget Division, UGC, Dhaka.
3. Director, General Services & Engineering 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.

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Copy to other offices (Not according to seniority) :

1. H. E. High Commissioner of India to Bangladesh, High Commission of India, Plot No: 1-3, Park Road, Baridhara, Dhaka 1212.
2. Director General, Immigration and Passports, Agargaon, Dhaka.
3. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
4. Immigration and Customs, Haridashpur, Benapole, Darshana, Burimari, Patgram, Akhaura, Lalmonirhat, Tamabil, Chilahati, Changrabandha Land Port and Goainghat, Sylhet.

Signature
15.03.2026
Md. Nazrul Islam
Senior Assistant Secretary