



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/1(328)/2002/ 709

Dated: 16 April, 2026

## Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mrs. Rabeya Khandaker (Passport NO-E00107925), Deputy Director, Private University Management Division, UGC 43 (Forty Three) days Ex-Bangladesh leave (Earned Leave) with effect from 20-04-2026 to 01-06-2026 (or 43 days from the date of departure) to visit the Kingdom of Saudi Arabia for performing the Holy Hajj. Mrs. Rabeya Khandaker's Spouse Mr. Md. Zaynal Abedin (Passport NO. A19767324) will accompany her.

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

- (a) The period will be treated as Earned Leave (of which 15 days will be recreation 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*  
16.04.2026

Mrs. Rabeya khandaker  
Deputy Director  
Private University Management Division  
University Grants Commission of Bangladesh  
Agargaon, Dhaka-1207.

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

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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. 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.

*Signature*  
16.04.26  
Md. Nazrul Islam  
Senior Assistant Secretary

*Signature*  
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