



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(366)/2005/734

Dated: 20 April, 2026

Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mr. Md. Mostafizar Rahaman (Passport No. A02996722), Additional Director, Finance, Accounts and Budget Division, 10 (Ten) days Ex-Bangladesh leave (Earned Leave) with effect from 22-05-2026 to 31-05-2026 (or 10 days from the date of departure) to visit Malaysia and Singapore for personal purpose. Mr. Md. Mostafizar Rahaman's wife Mrs. Sanjida Rahman (Passport No. A09692265), Daughter MS. Mutahara Masiat Mohona (Passport No. A09692264), MS. Musfirat Maliha Murchhona (Passport No. A09692266 & Son Mr. Saad Bin Mustafiz (Passport No. A09692267) will accompany him.

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

- (a) The period will be treated as Recreation 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,

22/08/26
AD-2
20/04/26

20.04.2026
Md. Asaduzzaman
Deputy Secretary
Phone : 88-02-58160211 (Office)
E-mail: zaman_acct@yahoo.com

Mr. Md. Mostafizar Rahaman
Additional Director
Finance, Accounts and Budget 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. Personal Officer to the Secretary, UGC, Dhaka.
- 11-12. Personal file/Master file.

Copy to other offices (Not according to seniority):

1. H. E. High Commissioner of Malaysia to Bangladesh, High Commission of Malaysia
House No: 19, Road No: 6, Baridhara Diplomatic Enclave, Dhaka-1230.
3. H.E. High Commissioner of Singapore to Bangladesh, High Commission of Singapore
Ventura Avenue (5th Floor), CWN(C)-8/B, Gulshan Ave, Dhaka 1212
3. Director General, Immigration and Passports, Agargaon, Dhaka.
4. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.

20.04.26
Md. Nazrul Islam
Senior Assistant Secretary