



Government of the People's Republic of Bangladesh
University Grants Commission of Bangladesh

Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207
www.ugc.gov.bd



No. UGC/ICC/5.13/AFV/2014/v-11/686

Date: 15-04-2026

Office Order

The Authority of the University Grants Commission (UGC) of Bangladesh is pleased to grant Mst. Jesmin Pervin (Passport Number BG0038268), Director, International Collaboration Division, University Grants Commission (UGC) of Bangladesh Ex-Bangladesh leave with effect from 17 April to 21 April 2025 or 05 days from the date of departure (excluding transit and travel period) to attend the "Korea Bangladesh Library ODA Working Conference" organized by Libertree Co. Ltd. to be held in Seoul, Republic of Korea.

02. Following terms and conditions will apply in this regard:

- All expenses (travelling, accommodation and meals) related to the participation in the mentioned program will be covered by the organizer. There will be no financial involvement of the Government of the People's Republic of Bangladesh or the University Grants Commission of Bangladesh;
- She will not be provided with any part of her salary and allowances in foreign currency;
- The period of her stay abroad including transit and travel will be treated as on duty;
- She will submit a report to the Commission within 15 days of return.

03. This order is issued with the approval of the competent authority.

Sabahat Rizvee
15/04/26

Khandker Sabahat Rizvee
International Collaboration Division
Senior Assistant Director
E-mail: rizveeratul1990@gmail.com
rizvee@ugc.gov.bd

Distribution:

Mst. Jesmin Parvin
Director
International Collaboration Division
University Grants Commission (UGC) of Bangladesh
Agargaon, Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207.

No. UGC/ICC/5.13/AFV/2014/v-11/686

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Copy for kind information and necessary action (Not according to seniority):

01. Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka-1000;
02. H.E. Ambassador, Embassy of the Republic of Korea, Felani Avenue, Dhaka-1212, Bangladesh;
03. Secretary, UGC, Dhaka (With the request to preserve in the personal file);
04. Director General, Dept. of Immigration and Passport, Agargaon, Dhaka;
05. Director, Finance and Accounts Division, UGC, Dhaka;
06. Director, IMCT, UGC, Dhaka (With the request to upload at the UGC website);
07. Director, Hazrat Shahjalal (R.) International Airport, Dhaka;
08. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka;
09. Private Secretary (Add. Director), Office of the Chairman, UGC, Dhaka;
10. Customs Officer, Hazrat Shahjalal (R.) International Airport, Dhaka;
11. Chief Security Officer, Hazrat Shahjalal (R.) International Airport, Dhaka;
12. Assistant Secretary, Office of the Secretary, UGC, Dhaka;
13. Office Copy/Master Copy.

Sabahat Rizvee

Khandker Sabahat Rizvee
Senior Assistant Director
International Collaboration Division