



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(479)/2012/ 1219

Dated: 28 June, 2026

Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mr. Md. Nazrul Islam (Passport NO- E00113628), Senior Assistant Secretary, Administration Division, UGC, 16 (Sixteen) days Ex-Bangladesh leave (Earned Leave) with effect from 08-07-2026 to 23-07-2026 (or 16 days from the date of departure) to visit the Kingdom of Saudi Arabia for performing the Holy Omrah. Mr. Md. Nazrul Islam's wife Mrs. Tanjima Akhter Liza (Passport NO- A09335701), two daughters Miss Alia Jannat (Passport NO- A09335852) & Miss Ayra Jannat (Passport NO- A09335854) and 04 (four) other family members will accompany him.

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

- (a) The period will be treated as Earned Leave (of which 07 days will be Recreation 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,

Mr. Md. Nazrul Islam
 Senior Assistant Secretary
 Administration Division
 University Grants Commission of Bangladesh
 Agargaon, Dhaka-1207.

(Signature)
 28.6.26
 AD-1
 Director-1

(Signature)
 28.06.2026
 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, 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. Assistant Secretary, Office of the Secretary, UGC, Dhaka.
- 11-12. 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)
 28.06.26
 Md. Nazrul Islam
 Senior Assistant Secretary