



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

Bearer/By courier

Ref: UGC/Admn/2(370)/2005/1505

Dated: 23 July, 2026

Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mst. Jesmin Pervin (Passport No- E00266320), Director, International Collaboration Division, University Grants Commission of Bangladesh, 09 (Nine) days Ex-Bangladesh leave (Earned Leave) with effect from 04-08-2026 to 12-08-2026 (or 09 days from the date of departure) to visit Malaysia and Singapore for personal purpose. Mst. Jesmin Pervin's husband Mr. Md. Shafiq Uddin (Passport No- A09305246) and daughter Roselyn Shirleaf (Passport No- A04897613) will also accompany her.

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

- The period will be treated as Recreation Leave (Earned Leave) on full average pay;
- During the period, her salary and allowances will be paid in Bangladeshi currency as usual manner;
- 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;
- After returning, she must join UGC immediately on the due date as per usual norms/practice.

With the approval of the authority,


23/07/2026
Dr. Md. Fakhrul Islam
Secretary

Phone : 88-02-58160106 (Office)
E-mail: secretary@ugc.gov.bd

✓ Mst. Jesmin Pervin
Director
International Collaboration Division
University Grants Commission of Bangladesh
Agargaon, Dhaka-1207.

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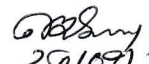
Dated: 23 July, 2026

Copy to UGC (Not according to seniority) :

- Secretary, UGC, Dhaka.
- Director, Finance, Accounts and Budget Division, UGC, Dhaka.
- Additional Director, ICT Division, UGC, Dhaka. (With the request to upload this Office Order in the UGC website)
- Private Secretary (Deputy Secretary) 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):

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


20/07/2026
Tahmina Parveen