



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(409)/2007/1748

Dated: 13 August, 2026

Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Mrs. Rukshana Laila (Passport No. E00125332), Deputy Director, Planning & Development Division, 09 (Nine) days Ex-Bangladesh leave (Earned Leave) with effect from 23-08-2026 to 31-08-2026 (or 09 days from the date of departure) to visit South Korea for personal purpose. Mrs. Rukshana Laila's husband Mr. Md. Mokshead Ali (Passport No. A11406290) will accompany her. With the issuance of this letter, office order no. UGC/Admin/1(409)/2007/1017, dated 19-05-2026 will be deemed cancelled.

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,

[Signature]
১৩/৮/২৬

[Signature]
১৩.০৮.২০২৬

Md. Asaduzzaman
Deputy Secretary

Phone : 88-02-58160211 (Office)
E-mail: zaman_acct@yahoo.com

Mrs. Rukshana Laila
Deputy Director
Planning & Development Division
University Grants Commission of Bangladesh
Agargaon, Dhaka-1207.

[Signature]
১৩/৮/২৬

Ref : UGC/Admin/1(409)/2007/1748

Dated: 13 August, 2026

Copy to UGC (Not according to seniority) :

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

[Signature]
১৩/০৮/২০২৬ AD

[Signature]
১৩/৮/২৬

Copy to other offices (Not according to seniority):

- H. E. Ambassador, Embassy of the Republic of Korea, 4 Madani Avenue Baridhara, Dhaka-1212.
- Director General, Immigration and Passports, Agargaon, Dhaka.
- Director, Hazrat Shah Jalal (R) International Airport, Dhaka.

[Signature]
১৩.০৮.২৬

Md. Nazrul Islam
Senior Assistant Secretary