



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

UGC Bhaban, Plot # E-18/A, Agargaon Administrative Area
Sher-e-Bangla Nagar, Dhaka-1207
Website: www.ugc.gov.bd



বাংলাদেশ
বিশ্ববিদ্যালয় মাছুরী কমিশন

No. 38(2nd)/UGC/SCH/OFF/Tr./01/18/(04)/4919

Date: 10-06-2019

OFFICE MEMORANDUM

Subject: Approval for attending the International Training Programme on Science, Technology and Innovation (STI) Policy and Management for Developing Countries (ITPS) to be held during 17-21 June, 2019 Kuala Lumpur, Malaysia.

The Authority of the University Grants Commission (UGC) of Bangladesh is pleased to grant **Mr. Md. Mamun, Assistant Secretary, Administration Division, University Grants Commission of Bangladesh** for 07 days leave with effect from 16-22 June, 2019 (or the nearest possible time from the journey starts) for attending the International Training Programme on Science, Technology and Innovation (STI) Policy and Management for Developing Countries (ITPS) to be held during 17-21 June, 2019 Kuala Lumpur, Malaysia.

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

- Local Hospitality including accommodation and food during the staying in Malaysia will be borne by the organizer. Airfare, pocket money, transit & terminal charges will be borne by the University Grants Commission (UGC) of Bangladesh, Dhaka.
- He will not be provided with any part of his salary and allowances in foreign currency.
- The period of his stay abroad, including transit period, will be treated as on duty.
- He will submit a report within 15 days of his return.

With the approval of the competent authority,



10-06-2019

Jesmin Pervin

Additional Director

International Cooperation and Collaboration

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Distribution :

Mr. Md. Mamun
Assistant Secretary
Administration Division
University Grants Commission (UGC) of Bangladesh
Agargaon Administrative Area
Sher-e-Bangla Nagar, Dhaka-1207.

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

- H.E. High Commissioner, High Commission of Malaysia, House No. 19, Road No. 6, Baridhara, Dhaka-1212.
- Director, Hazrat Shahjalal (R.) International Airport, Dhaka
- Director (Current Charge), IMCT, UGC, Dhaka (With the request to upload at UGC website)
- Chief Security Officer, Hazrat Shahjalal (R.) International Airport, Dhaka.
- PS to the Chairman (Sr. Astt. Secretary), Office of the Chairman, UGC, Dhaka.
- Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka.
- Personal Officer, Office of the Secretary, UGC, Dhaka.
- Office/Master Copy