



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/Admin/1(359)/2005/ ৯৯৩

Dated: 10 April, 2025

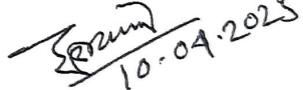
## Office Order

The authority of the University Grants Commission of Bangladesh (UGC) is pleased to grant Dr. Durga Rani Sarker, Director, Strategic Planning and Quality Assurance Division, UGC, 18 (Eighteen) days Ex-Bangladesh leave (Earned Leave) with effect from 29-04-2025 to 16-05-2025 (or 18 days from the date of departure) to visit the USA for personal purpose.

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

- The period will be treated as Earned Leave (of which 15 days will be recreation 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,

  
10-04-2025

Md. Asaduzzaman

Deputy Secretary

Phone : 88-02-58160211 (Office)

E-mail: zaman\_acct@yahoo.com

Dr. Durga Rani Sarker  
Director  
Strategic Planning and Quality Assurance Division  
University Grants Commission of Bangladesh  
Agargaon, Dhaka-1207.

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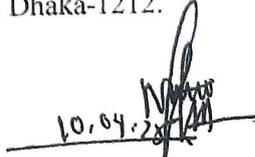
Dated: 10 April, 2025

### Copy to UGC (Not according to seniority) :

- Secretary, UGC, Dhaka.
- Director, Strategic Planning and Quality Assurance Division, UGC, Dhaka.
- Director, Finance, Accounts and Budget Division, UGC, Dhaka.
- Additional Director, IMCT Division, UGC, Dhaka. (For uploading this Office Order in the UGC website)
- Private Secretary (Additional Director) to the Chairman, UGC, Dhaka.
- 6-10. Assistant Secretary/Personal Officer, Office of the Member, UGC, Dhaka.
11. Assistant Secretary, Office of the Secretary, UGC, Dhaka.
- 12-13. Personal file/Master file.

### Copy to other offices (Not according to seniority):

- H. E. Ambassador of U.S. Embassy in Dhaka, Madani Avenue, Baridhara, Dhaka-1212.
- Director General, Immigration and Passports, Agargaon, Dhaka.
- Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
- Chief Security Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.

  
10.04.2025  
Md. Nazrul Islam  
Senior Assistant Secretary