

No. 384 / IBA/ 2021-2022/ 2023

December 13, 2023

Mrs. Kaniz Fatima
Lecturer
Institute of Business Administration
University of Dhaka
Dhaka-1000

Dear Mrs. Fatima:

With reference to your application dated December 10, 2023, this is to inform you that you have been granted earned leave of 12 days from January 03, 2024 to January 14, 2024 by the Honorable Vice-Chancellor, University of Dhaka for going to Saudi Arabia to perform holy Omrah.

It may be mentioned that the University of Dhaka or the Government of the Peoples Republic of Bangladesh will not bear any expense in local or foreign currency for the above purpose.

I am also informing you that as authorized under Prime Minister Secretariat's Office Letter No. 03.069.025.06.00.003.2011-114 (500) dated 19-06-2011 the Vice-Chancellor has permitted you to leave the station and go to Saudi Arabia for the above purpose and stay there for the period mentioned above.

Sincerely,

-Sd-

Professor Mushtaque Ahmed
Director (In-charge)

Copy forwarded for information and necessary action to:

1. The Secretary, Ministry of Education, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka
2. The Secretary, Ministry of Establishment, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka
3. The Director General, Immigration and Passport, Govt. of the People's Republic of Bangladesh
4. The Registrar, University of Dhaka
5. The Director of Accounts, University of Dhaka
6. The Director ICT (Information & Communications Technology) University of Dhaka.
7. Personal File.



Professor Mushtaque Ahmed
Director (In-charge)