



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

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No. UGC/ICC/5.76/Officer Training/24/2018/4481

Date : 29-05-2018

OFFICE MEMORANDUM

Subject: Approval for Attending the Study Tour on "Annual Performance Management and Assessment" to be held during 19-21 June, 2018 in Singapore.


The Authority of the University Grants Commission (UGC) of Bangladesh is pleased to grant following officers of the UGC for 05 days leave with effect from 18 June, 2018 to 22 June, 2018 to attend the Study Tour on "Annual Performance Management and Assessment" to be held during 19-21 June, 2018 in Singapore. :

1	Mr. Muhammad Jaminur Rahman, Additional Director, IMCT Division, UGC of Bangladesh
2	Mr. Md. Fazlur Rahman, Deputy Secretary, Administration Division, UGC of Bangladesh
3	Ms. Jesmin Pervin, Deputy Director, Private University Division, UGC of Bangladesh
4	Ms. Tahmina Rahman, System Analyst, IMCT Division, UGC of Bangladesh
5	Mr. Md. Shahin Siraj, Deputy Secretary, Administration Division, UGC of Bangladesh
6	Ms. Mauli Azad, Senior Assistant Secretary (Legal), Administration Division, UGC of Bangladesh
7	Mr. Md. Mustafejur Rahman, Senior Assistant Secretary, ICC Section, UGC of Bangladesh
8	Mr. Md. Mohibbul Ahsan, Senior Assistant Director, Private University Division, UGC of Bangladesh
9	Mr. Mohammad Nazrul Islam, Senior Assistant Director, Finance & Accounts Division, UGC
10	Mr. Muhammad Yousuf Ali Khan, Senior Assistant Director, Research Support & Publication Division, UGC of Bangladesh

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

- All costs during the study tour in Singapore will be borne by the University Grants Commission of Bangladesh, Dhaka.
- They will not be provided with any part of their salary and allowances in foreign currency.
- The period of their stay abroad, including transit period, will be treated as on duty.
- They will submit a report within 15 days of their return.

3. This has the approval of the competent authority.



29/5/18
Dr. Md. Fakhruul Islam
Additional Director, ICC

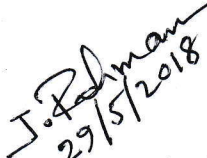
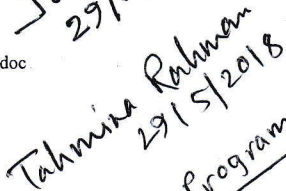
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Copy for kind information and necessary action (not according to seniority):

- H.E. High Commissioner, High Commission of Singapore to Bangladesh, Ventura Avenue (5th Floor), CWN (C)-8/B, Gulshan Avenue, Bir Uttam Mir Shawkat Sharak, Dhaka-1212.
- Director General, Passport and Immigration, Dhaka, Bangladesh.
- Director, (Planning and Development /Finance and Accounts/IMCT/Research Support and Publication/ Private University, SPQA, Public University Management Division), UGC, Dhaka.
- Director, Hazrat Shahjalal (R.) International Airport, Dhaka.
- Chief Security Officer, Hazrat Shahjalal (R.) International Airport, Dhaka.
- PS to the Chairman (DS), Office of the Chairman, UGC, Dhaka.
- Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka.
- Personal Officer, Office of the Secretary, UGC, Dhaka.


29/5/18
Md. Mustafejur Rahman
Sr. Asst. Secretary, ICC


29/5/2018

29/5/2018
Programmer