



ব্যবসায় প্রশাসন ইনস্টিটিউট
ঢাকা বিশ্ববিদ্যালয়, ঢাকা-১০০০
Institute of Business Administration
University of Dhaka, Dhaka-1000
Bangladesh



No. 350 / IBA/ 2018-19/2021

November 30, 2021

Mr. Mohammad Saif Noman Khan
Associate Professor
Institute of Business Administration
University of Dhaka
Dhaka-1000

Dear Mr. Khan:

With reference to your application dated November 24, 2021, this is to inform you that you have been granted earned leave of 25 days from December 19, 2021 to January 12, 2022 with permission to prefix December 16, 2021 to December 18, 2021 (university holidays) by the Honorable Vice-Chancellor, University of Dhaka for going to the USA for personal reasons.

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 the USA for the above purpose and stay there for the period mentioned above.

Sincerely,

-Sd-

Professor Mohammad A. Momen
Director

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 Mohammad A. Momen
Director