

Office of the Registrar

Jatiya Kabi Kazi Nazrul Islam University

Trishal, Mymensingh-2224, Bangladesh

Phone: 02-996676404, PABX:210



রেজিস্ট্রারের কার্যালয়

জাতীয় কবি কাজী নজরুল ইসলাম বিশ্ববিদ্যালয়

ত্রিশাল, ময়মনসিংহ-২২২৪, বাংলাদেশ

ফোন: ০২-৯৯৬৬৭৬৪০৪, PABX: ২১০

Ref. No. JKKNU/RAGI/ESTABLISHMENT/P-872/14/৫/১৫৭

Date: 16.11.2025

Dr. Md. Ali Asgar
Associate Professor

&

Head of the department

Department of Electrical and Electronic Engineering.

Jatiya Kabi Kazi Nazrul Islam University (JKKNIU)

Trishal, Mymensingh.

Sub: Granting earned leave (Medical ground) and permission to go to India.

In response to your application dated 05.11.2025, the university authority has granted earned leave from 24.11.2025 to 06.12.2025 total 13 (Thirteen) days and allowed you to go to India and stay there from 24.11.2025 to 06.12.2025 for medical treatment under the following terms and conditions: During the period of your leave, Mr. Kazi Md. Shahiduzzaman, Associate Professor, EEE, will act as the Head of the Department.

I) No salary or portion thereof would be paid in foreign currency during your stay abroad.

II) This university would not bear any expenses for your proposed visit.

III) You would be bound to join this university after completion of this visit.

By the Approval of Vice-Chancellor,

(Professor Dr. Md. Mijanur Rahman)

Registrar (In-Charge)

Jatiya Kabi Kazi Nazrul Islam University

Trishal, Mymensingh, Bangladesh.

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

01. Treasurer, JKKNIU, Trishal, Mymensingh.

02. Dean, Faculty of Science and Engineering, JKKNIU, Trishal, Mymensingh.

03. Head of the Department of EEE, JKKNIU, Trishal, Mymensingh.

04. Director (Finance & Accounts), JKKNIU, Trishal, Mymensingh.

05. Assistant Director (Finance & Accounts), PS to VC (For kind information to honorable Vice-Chancellor), JKKNIU, Trishal, Mymensingh.

06. Mr. Kazi Md. Shahiduzzaman, Associate Professor, EEE, JKKNIU, Trishal, Mymensingh.

07. Visa Councillor, Indian High commission, Dhaka, Bangladesh.

08. Immigration Authority, Hazrat Shahjalal International Air Port, Dhaka/Land Port, Bangladesh.

09. ICT Cell, JKKNIU, Trishal, Mymensingh

10. Leave section, JKKNIU.

11. Personal File/ Record file.

(Afruza Sultana) 16.11.2025

(Afruza Sultana)

Deputy-Registrar (Establishment)

Registrar Office, JKKNIU, Trishal, Mymensingh.