রেজিস্ট্রারের কার্যালয়
জাতীয় কবি কাজী নজরুল ইসলাম বিশ্ববিদ্যালয়
ত্রিশাল, ময়মনসিংহ-২২২৪, বাংলাদেশ
ফোন: ০২-৯৯৬৬৭৬৪০৪, PABX: ২১০

Office of the Registrar
Jatiya Kabi Kazi Nazrul Islam University
Trishal, Mymensingh-2224, Bangladesh
Phone: 02-996676404, PABX: 210

Ref. No. JKKNIU/REGI/ESTABLISHMENT/P-992/15/ 7080 Date: 18.11.2026

Ms. Farzana Naz Swarna Prova
Assistant Professor
Department of Theatre and Performance Studies.
Jatiya Kabi Kazi Nazrul Islam University (JKKNIU)
Trishal, Mymensingh, Bangladesh.

Sub: **Granting earned leave and permission to go to Thailand and Turkiye .**

In response to your application dated 28.10.2026, the university authority has granted earned leave from 21.11.2026 to 07.12.2026 total 17 (Seventeen) days and allowed you to go to Thailand & Turkiye and stay there during the above mentioned earned leave under the following terms and conditions:

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 Approval of Vice-Chancellor,

18.11.26

(Khandoker Nazmul Hasan)
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 Arts, JKKNIU, Trishal, Mymensingh.
03. Head of the Department of TPS, JKKNIU, Trishal, Mymensingh.
04. Controller of examination (In-Charge), JKKNIU, Trishal, Mymensingh.
05. Director (Finance & Accounts), JKKNIU, Trishal, Mymensingh.
06. Assistant Director (Finance & Accounts) & PS to VC (For kind inforation to honorable Vice-Chancellor), JKKNIU, Trishal, Mymensingh.
07. The Embassy of Thailand & Turkiye in Dhaka, Bangladesh.
08. Immigration Authority, Hazrat Shahjalal International Air Port, Dhaka, Bangladesh.
09. ICT Cell, JKKNIU, Trishal, Mymensingh.
10. Leave section, JKKNIU.
11. Personal file/ Record file

18.11.2026
(Afruza Sultana)
Deputy-Registrar (Establishment)
Registrar Office, JKKNIU, Trishal, Mymensingh.