

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. JKNIU/RAGI/ESTABLISHMENT/P-1703/23/6105

Date: 27.07.2026

Mr. Md. Asraful Alam
Administrative Officer
Department of Human Resource Management
Jatiya Kabi Kazi Nazrul Islam University (JKNIU)
Trishal, Mymensingh.

Sub: Granting Earned Leave and Permission to go to India.

In response to your application dated 20.07.2026, the University authority has granted earned leave from 06.08.2026 to 03.09.2026 total 29 (Twenty nine) days and allowed you to go to India and stay there from 05/08/2026 to 05/09/2026 for medical treatment during the above mentioned period 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 the Approval of Vice-Chancellor,

(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)

1. Treasurer, JKNIU.
2. Head of the Department of HRM, JKNIU, Trishal, Mymensingh.
3. Indian High Commission, Dhaka, Bangladesh.
4. Immigration Authority, Hazrat Shahjalal International Air Port, Dhaka./Land Port, Banapol, Jessore.
5. Assistant Director (F & A), PS to VC (For kind information to honorable VC), JKNIU.
6. ICT Cell, JKNIU.
7. Office copy/Record Copy.

(Nasir Uddin)
Deputy-Registrar
Registrar Office, JKNIU.