University of Frontier Technology, Bangladesh
Kaliakair, Gazipur-1750
Registrar Office
Human Resource Development Section
www.uftb.ac.bd

Record Number: 37.01.3305.000.039.08.0001.25.220 Date: 09/12/2025

Office Order

The undersigned is directed to convey the sanction of the Vice Chancellor in favor of**Aseef Mahmud**, son of Md. Fazlul Haque, holding Passport No. A09386309 has been serving as an Assistant Registrar at the University of Frontier Technology, Bangladesh, since December 10, 2019. He has been granted 23 days of earned leave (Ex-Bangladesh) from 09 December 2025 to 31 December 2025 to travel to India and accompany his wife, Ms. Farzana Yesmin (Passport No. A06185180), for her medical treatment as an attendant, in accordance with the rules of the university, under the following terms and conditions:

a) The University or the Government of the People's Republic of Bangladesh will not bear any expenses related to this travel.
b) He will draw his usual pay and allowances in local currency during the leave period.
d) In his absence, Section Officer, Sajeeb Bhowmick, Institute (IODL, ICESD), University of Frontier Technology, Bangladesh, will perform his routine duty in addition to his own duty.
c) After completion of the leave, he must rejoin his respective office and submit all relevant documents along with a report regarding his stay and travel.

2. This order is issued with the approval of the competent authority.

09-12-2025
Mohammad Ataur Rahman Khan
Registrar

Record Number: 37.01.3305.000.039.08.0001.25.220/1 (7) Date: 09/12/2025

Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. Visa Authority, High Commission of India, Dhaka, Bangladesh;
2. Immigration Officer, Hazrat Shahjalal International Airport (HSIA), Dhaka;
3. Proctor, Proctor's Office, University of Frontier Technology, Bangladesh;
4. Director (Finance & Accounts), Director (Finance & Accounts) Office, University of Frontier Technology, Bangladesh;
5. PS to VC, Vice-Chancellor's Office, University of Frontier Technology, Bangladesh;
6. Aseef Mahmud, Assistant Registrar, Proctor's Office, University of Frontier Technology, Bangladesh and
7. Sajeeb Bhowmick, Section Officer, ICESD, University of Frontier Technology, Bangladesh.

09-12-2025
Syed Hasibul Akhfer
Assistant Registrar