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

Record Number: 37.01.3305.000.039.08.0001.25.222 Date: 09/12/2025

Office Order

The undersigned is directed to convey the sanction of the Vice-Chancellor in favor of **Shifat Ara Rafiq**, daughter of Rafiqul Alam, holding Passport No. A09455790 has been serving as a Lecturer in the Department of Software Engineering at the University of Frontier Technology, Bangladesh, since 24 August 2024. She has been granted 12 (twelve) days of earned leave (Ex-Bangladesh) from 16 December 2025 to 27 December 2025 to travel and stay in Malaysia, 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) She will draw his usual pay and allowances in local currency during the leave period.
c) After completion of the leave, she must rejoin her 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: 37.01.3305.000.039.08.0001.25.222/1 (6) Date: 09/12/2025

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

1. Visa Authority, High Commission of Malaysia, Dhaka, Bangladesh;
2. Immigration Officer, Hazrat Shahjalal International Airport (HSIA), Dhaka;
3. Chairman, Department of Software Engineering, University of Frontier Technology, Bangladesh;
4. Director (Finance & Accounts), Director (Finance & Accounts) Office, University of Frontier Technology, Bangladesh;
5. Shifat Ara Rafiq, Lecturer, Department of Software Engineering, University of Frontier Technology, Bangladesh and
6. PS to VC, Vice-Chancellor's Office, University of Frontier Technology, Bangladesh.

10-12-2025
Syed Hasibul Akhfer
Assistant Registrar