

## UNIVERSITY OF ASIA PACIFIC

House # 74/A, Green Road, Dhaka – 1215

PABX: +880-2-58157091-4,

+880-2-58157096 Fax: +880-2-58157097; E-mail: registrar@uap-bd.edu

# UAP

UAP/1016/Admin/Vol.-VI/03

22<sup>nd</sup> December, 2019

### NOTICE FOR CHRISTMAS DAY AND WINTER VACATION


UAP will remain closed from **25<sup>th</sup> December 2019 to 4<sup>th</sup> January 2020** on account of **Christmas Day and Winter Vacation**. Admission Office, Engineering Office and IT Section will remain open on roster basis from **26<sup>th</sup> December 2019 to 4<sup>th</sup> January 2020** for smooth running of respective jobs.

All cell phones of Admission office will remain switched on from **26<sup>th</sup> December 2019 to 4<sup>th</sup> January 2020** to ensure response of any query relating to admission.

Campus Superintendent will visit the campus time to time and will be in constant touch with the campus security.

By the order of Vice Chancellor

  
**Sarwar R Chowdhury**

Registrar 

22/12/19

#### **Distribution:**

1. Deans of Schools
2. Heads/Director of Departments (Arch, BS&H, BA, CE, CSE, EEE, English, L&HR Pharmacy)
3. Director, (DSW, IEERD, CRTTC, OIA, IQAC)
4. Deputy Registrar
5. Deputy Director, Finance & Accounts
6. Deputy Director, Purchase and Procurement section
7. Deputy Controller of Examinations
8. Deputy Librarian, Central Library
9. University Engineer (For necessary action of related services)
10. Medical Officer, Medical Center
11. Assistant Registrar, Admission (For necessary action of related services)
12. Assistant Director, HR – (For information of all concerned)
13. Public Relations Department
14. IT Manager (For web update and necessary action to Biometric Attendance System and other IT related services)
15. DAO's (Arch., BA, BS&H, CE, CSE, EEE, English, L&HR and Pharmacy) -for information of all concerned
16. Campus Superintendent (for taking necessary measures)

#### **Information:**

1. Treasurer
2. PS to VC- for kind information of Vice Chancellor and Pro Vice Chancellor
3. Assistant Director, Office of the BOT – for kind information of Chairperson, BOT.