



**রেজিস্ট্রার অফিস**  
**OFFICE OF THE REGISTRAR**  
**UNIVERSITY OF CHITTAGONG**  
**CHATTOGRAM 4331, BANGLADESH**

চট্টগ্রাম বিশ্ববিদ্যালয়, চট্টগ্রাম, বাংলাদেশ  
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স্মারক / Ref. :

তারিখ / Date :

Memo. No.AS-3161/

/Genl.

Dated: -08-2025

**Ms. Jarin Akther**

Assistant Professor

Institute of Education and Research

University of Chittagong

Chittagong, Bangladesh.

**Sub: Grant of Study Leave & Release Order.**

Dear Madam,

With reference to your application dated 13-05-2025 on the above mentioned subject, I am directed to inform you that you have been granted Study Leave on full average pay for **1(one) year**, with effect from **24-08-2025** for your study towards Ph.D. Program at the University of British Columbia, Canada and that you have been released from the University with effect from **24-08-2025** for the purpose.

Further, I am directed to inform you that in pursuance of the authority delegated from the Office of the Hon'ble Prime Minister Government, of the People's Republic of Bangladesh vide Memo.No. 03.069.025.06.00.003.2011-144(500) dated 19-06-2011 (copy enclosed), the Vice-Chancellor has been pleased to allow you to proceed to **Canada** for the purpose.

Further, I am directed to inform you that 10(ten) percent of your Monthly Basic Pay to be drawn by you during the period of your Study Leave for the above mentioned purpose will be deposited in the Chittagong University Account and that the total amount so deposited, will be refunded to you according to the terms & conditions of the Service Bond executed by you with this University.

The University of Chittagong or the Govt. of Bangladesh will have no financial responsibilities for your proposed study in **Canada**.

In this regard, I would request you to apply along with the **consents of the Surety Holders** who signed in the Surety Bond at the time of your going on Study Leave, **03 (three) months** before expiry of the above leave, in case you need extension of your leave that will depend upon **Satisfactory Progress Report from your Course Supervisor**, Opinion of the **Institutional (CU) Planning Committee** or to return from abroad and join your duties at this University within **23-08-2026**. You should also take prior permission from this University for any **change of Course/Field** of Study or Institution, along with proper documents.

Yours sincerely

Sd/-

**(Professor Dr. Mohammed Saiful Islam)**

Registrar (In-Charge)

University of Chittagong.

Memo. No.AS-3161/ **8958**

/Genl

Dated: -08-2025

Copy forwarded for information & necessary action to: -

1. The Director, Institute of Education and Research, C.U.
2. The Inspector of Colleges, C.U.
3. The Director, Institutional Quality Assurance Cell (IQAC), C.U.
4. The Comptroller of Accounts, C.U. with a request to deposit in the Chittagong University Account, 10 % of Monthly Basic Pay of Ms. Jarin Akther, Assistant Professor, Institute of Education and Research, C.U. to be drawn during the period of her Study Leave.
5. The Librarian, C.U.
6. The Controller of Examinations, C.U.
7. The Chief Medical Officer, C.U.
8. The Chief Engineer, C.U.
9. The Director, P&D, C.U.
10. The Deputy Registrar, Election Cell, Registrar's Office, C.U.
11. The Deputy Registrar, General Leave Section, Registrar's Office, C.U.
12. The Deputy Registrar, TCPF, Registrar's Office, C.U.
13. The Deputy Registrar, Confidential Cell, Registrar's Office, C.U.
14. The Deputy Registrar, VC Office, C.U.
15. The Director, ICT Cell, C.U. (Requested to Upload on the CU Website).
16. The Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
17. The Secretary, Ministry of Public Administration, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.

*Dr. Delwar Hossain*  
**12.08.25**  
**(Md. Delwar Hossain)**

Deputy Registrar (Higher Studies)  
 Registrar Office  
 University of Chittagong.