



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

চট্টগ্রাম বিশ্ববিদ্যালয়, চট্টগ্রাম, বাংলাদেশ  
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সূত্র / Ref. :

তারিখ / Date :

**Memo. No.AS-2826/**

**/Genl.**

**Dated:07-09-2025**

**Dr. Srabonti Saha**  
**Associate Professor**  
**Department of Biochemistry & Molecular Biology**  
**University of Chittagong**  
**Chittagong, Bangladesh.**

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

Dear Madam,

With reference to your application dated 09-04-2025 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 01-10-2025 with permission to prefix Recreation Leave from 16-09-2025 to 30-09-2025 for your Post Doctoral Research at University of Manitoba, Canada, and that you have been released from the University with effect from 16-09-2025 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.

Further, I am directed to request you to submit a written report on your above research at the time of your joining after return from abroad.

Yours sincerely

Sd/-

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

**Registrar (In-Charge)**

**University of Chittagong.**

**Dated:07-09-2025**

**Memo. No.AS-2826/10311**

**/Genl.**

Copy forwarded for information & necessary action to: -

1. The Chairman, Department of Biochemistry & Molecular Biology, C.U.
2. The Inspector of Colleges, C.U.
3. Director, Institutional Quality Assurance Cell (IQAC), C.U.
4. Director, Information & Communication Technology Cell ( ICT Cell), C.U. (With Request to upload on the CU website)
5. The Comptroller of Accounts (I/C), C.U. with a request to deposit in the Chittagong University Account, 10 % of Monthly Basic Pay of Dr.Srabonti Saha, Associate Professor, Department of Biochemistry & Molecular Biology, C.U. to be drawn during the period of her Study Leave.
6. The Librarian, C.U.
7. The Controller of Examinations, C.U.
8. The Chief Medical Officer, C.U.
9. The Chief Engineer, C.U.
10. The Director, P&D, C.U.
11. The Deputy Registrar, Election Cell, Registrar's Office, C.U.
12. The Deputy Registrar, General Leave Section, Registrar's Office, C.U.
13. The Deputy Registrar, Teachers' Cell, Registrar's Office, C.U.
14. The Deputy Registrar, Confidential Cell, Registrar's Office, C.U.
15. The Deputy Registrar, VC Office, C.U.
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.
18. Assistant Registrar, Higher Studies Section C.U.
19. Master copy.

*Signature*  
 07/09/25

**(Md. Delwar Hossain)**

**Deputy Registrar (Higher Studies)**

**Registrar Office**

**University of Chittagong.**