



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

চট্টগ্রাম বিশ্ববিদ্যালয়, চট্টগ্রাম, বাংলাদেশ
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স্ম / Ref. :
Memo. No.AS-3280/13318

/Genl.

তারিখ / Date :
Dated: 06-11-2025

Umma Habiba
Lecturer
Department of Law
University of Chittagong
Chattogram, Bangladesh.

Sub: Grant of Extra Ordinary Study Leave Without Pay & Release Order.

Dear Madam,

With reference to your application dated 30-10-2025 on the above mentioned subject, I am directed to inform you that you have been granted Extraordinary Study Leave Without Pay for 1(one) year, with effect from 09-11-2025 for your study towards Master's (LLM) Program at the Queen Mary University of London, United Kingdom under Chevening Scholarship and that you have been released from this University with effect from 09-11-2025 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 United Kingdom for the purpose.

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

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 Departmental (CU) Planning Committee OR to return from abroad and join your duties at this University within 08-11-2026. 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-3280/ 13318

/Genl.

Dated: 06-11-2025

Copy forwarded for information & necessary action to :-

1. The Chairman, Department Law, 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. (Requested to upload on the C.U. website)
3. The Comptroller of Accounts (I/C), C.U. with a request to deposit in the Chittagong University Account, 10 % of Monthly Basic Pay of Umma Habiba, Lecturer, Department of Law, C.U. to be drawn during the period of her Study Leave.
6. The Librarian, C.U.
7. The Chief Engineer, C.U.
8. The Controller of Examinations, C.U.
9. The Director, P&D, C.U.
10. The Chief Medical Officer, 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.


(Chowdhury Amir Mohammed Musa)
 Deputy Controller of Examinations (Higher Studies)
 Registrar Office
 University of Chittagong.