



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-2721/ 2473 /Genl.

Dated: 10-02-2026

Dr. Sunanda Baidya
Associate Professor
Department of Biochemistry & Molecular Biology
University of Chittagong
Chattogram, Bangladesh.

Sub: Grant of Study Leave for Post Doctoral Research and Release Order.

Dear Madam,

With reference to your application dated 02-12-2025 & 06-01-2026 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 02-03-2026 with permission to prefix Recreation Leave from 15-02-2026 to 01-03-2026 for your Post Doctoral Research at Stanford University, USA and that you have been released from this University with effect from 15-02-2026 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 USA for the purpose.

Additionally, 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 USA.

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: 10-02-2026

Memo. No. AS-2721/ 2473 (19) /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. The Librarian, C.U.
4. Director, Institutional Quality Assurance Cell (IQAC), C.U.
5. Director, Information & Communication Technology Cell (ICT Cell), C.U. (With Request to upload on the CU website)
6. The Comptroller of Accounts, C.U. with a request to deposit in the Chittagong University Account, 10 % of Monthly Basic Pay of Mr. Sunanda Baidya, Associate Professor, Department of Biochemistry & Molecular Biology, C.U. to be drawn during the period of her Study Leave.
7. The Chief Engineer, C.U.
8. The Controller of Examinations, C.U.
9. The Chief Medical Officer, 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.

TOWHID /-


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