



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

চট্টগ্রাম বিশ্ববিদ্যালয়, চট্টগ্রাম, বাংলাদেশ  
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registrar@cu.ac.bd

Memo. No. AS-3283/

/Genl.

তারিখ / Date : Dated: 03-02-2026

Mrs. Kazi Sirajum Munira  
Assistant Professor  
Department of Management  
University of Chittagong  
Chattogram, Bangladesh.

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

Dear Madam,

With reference to your applications dated 05-11-2025 & 10-12-2025 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 24-11-2025 for your Study towards Master Program at The Pennsylvania State University, USA.

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 research in USA.

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 24-11-2026.

Yours sincerely

Sd/-

(Professor Dr. Mohammed Saiful Islam)

Registrar (In-Charge)

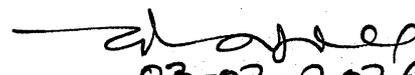
University of Chittagong.

Dated: 03-02-2026

Memo. No. AS-3283/2198 /Genl.

Copy forwarded for information & necessary action to :-

1. The Chairman, Department of Management, 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 Mrs. Kazi Sirajum Munira, Assistant Professor, Department of Management, 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.

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