



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

চট্টগ্রাম বিশ্ববিদ্যালয়, চট্টগ্রাম, বাংলাদেশ  
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সূত্র / Ref. :

Memo. No. AS-2803/ 4358 /Genl.

তারিখ / Date :

Dated: 02-04-2026

Mrs. Namirah Farzana  
Assistant Professor (On Study Leave)  
Institute of Fine Arts  
University of Chittagong.

**Sub: - Extension of Study Leave.**

Dear Madam,

With reference to your application dated 07-02-2026 on the above mentioned subject and in continuation of this Office Letter No: AS-2803/4628/Genl. dated 20-04-2025, I am directed to inform you that you have been granted extension of study leave on full average pay for 01 (one) year with effect from 10-03-2026 (2<sup>nd</sup> year) for completion of your study towards PhD Programme at Tripura University, India.

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.

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 09-03-2027.

Yours sincerely

(Professor Dr. Mohammed Saiful Islam)  
Registrar (In-Charge)  
University of Chittagong.