



রেজিস্ট্রার

চট্টগ্রাম বিশ্ববিদ্যালয়, চট্টগ্রাম-৪৩৩১
 ফোন : পিএবিএক্স ০২৩৩৪৪৬০৭৬৫-৭৪
 : ০২৩৩৪৪৬০৭৭৯-৯১
 এক্সটেন-অফ. : ৪২০১
 ফ্যাক্স : ০২৩৩৪৪৬০৭৭৮
 ই-মেইল : registrar@cu.ac.bd
 মোবাইল ফোন :

Registrar

University of Chittagong, Chattogram-4331
 Phone : PABX 02334460765-74
 : 02334460779-91
 Extn-Off. : 4201
 Fax : 02334460778
 E-mail : registrar@cu.ac.bd
 Mobile Phone :

Memo. No. AS-3130/

/Genl.

Dated: 01-09-2026

Mr. Shetu Ranjan Biswas

Assistant Professor

Department of Management

University of Chittagong

Chattogram- 4331, Bangladesh.

Sub: - Extension of Study Leave.

Dear Sir,

With reference to your application dated 01-07-2026 regarding the above mentioned subject and in continuation of this Office Letter No: AS-3130/9135/Genl. dated 13-08-2025, 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 24-07-2026 (3rd year) for completion of your study towards Ph.D Program at Washington State University, USA.

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 24-07-2027.

Yours sincerely

Sd/-

(Md. Iskander Siraj)

Deputy Registrar (Higher Studies)

Registrar Office

University of Chittagong.

Dated: 01-09-2026

Memo. No. AS-3130/

9891

/Genl.

Copy forwarded for information & necessary action to: -

1. The Chairman, Department of Management, C.U.
2. The Comptroller of Accounts, C.U. with a request to deposit in the Chittagong University Account, 10% of Monthly Basic Pay of Mr. Shetu Ranjan Biswas, Assistant Professor, Department of Management, C.U, to be drawn during the period of his Study Leave.
3. Deputy Registrar, General Leave Section, Registrar's Office, C.U.
4. Deputy Registrar, TCPF, Registrar's Office, C.U.
5. Assistant Registrar, Higher Studies, TCPF, Registrar's Office, C.U.
- ✓ 6. Director, ICT Cell, C.U.
7. Master Copy.

(Signature)
11/9/26

(Md. Iskander Siraj)

Deputy Registrar (Higher Studies)

Registrar Office

University of Chittagong.