রেজিস্ট্রার
চট্টগ্রাম বিশ্ববিদ্যালয়, চট্টগ্রাম-৪৩৩১
ফোন : পিএবিএক্স ০২৩৩৪৪৬০৭৬৫-৭৪
: ০২৩৩৪৪৬০৭৭৯-৯১
এক্সটেন-অফ. : ৪২০১
ফ্যাক্স : ০২৩৩৪৪৬০৭৭৮
ই-মেইল : registrarcu66@cu.ac.bd
মোবাইল ফোন :

Registrar
University of Chittagong, Chattogram-4331
Phone : PABX 02334460765-74
: 02334460779-91
Extn-Off. : 4201
Fax : 02334460778
E-mail : registrarcu66@cu.ac.bd
Mobile Phone :

Memo. No.AS-2891/ /Genl. Dated: 04-11-2026

Mrs. Masuda Akter
Assistant Professor
Department of Mathematics
University of Chittagong
Chittagong, Bangladesh.

Sub: Grant of Study Leave & Release Order.

Dear Madam,

With reference to your application dated 28-10-2026 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 10-11-2026 to 09-11-2027 for your study towards Ph.D. Program at The University of Melbourne, Australia and that you have been released from the University with effect from 10-11-2026 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 Australia 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 Australia.

In this regard, you are requested to apply for extension of Study Leave, along with the consent of the Surety Holders who signed the Surety Bond, at least 03 (three) months before the expiry of the leave. Any such extension will be granted subject to a Satisfactory Progress Report from your Course Supervisor and the recommendation of the Departmental (CU) Planning Committee. Alternatively, you must return and join your duties at the university by 10-11-2027. You should also obtain prior permission from the University for any change in course/field of study or institution, along with supporting documents.

Yours sincerely
Sd/-
(Md. Hasan Meah)
Registrar (In-Charge)
University of Chittagong.

Memo. No.AS-2891/ 13183 /Genl Dated: 04-11-2026

Copy forwarded for information & necessary action to: -

1. The Chairman, Department of Mathemathics, C.U.
2. The Inspector of Colleges, C.U.
3. The Comptroller of Accounts, C.U. with a request to deposit in the Chittagong University Account, 10% of Monthly Basic Pay of Mrs. Masuda Akter, Assistant Professor, Department of Mathematics, C.U. to be drawn during the period of her Study Leave.
4. The Librarian, C.U.
5. The Director, Institutional Quality Assurance Cell (IQAC), C.U.
6. The Director, Information & Communication Technology Cell (ICT Cell), C.U. (With Request to upload on the CU website)
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 Office, C.U.
12. The Deputy Registrar, General Leave Section, Registrar Office, C.U.
13. The Deputy Registrar, Teachers' Cell, Registrar Office, C.U.
14. The Deputy Registrar, Confidential Cell, Registrar 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. Master copy.

4.11.26.

NIZAM

(Md. Iskander Siraj)
Deputy Registrar (Higher Studies)
Registrar Office
University of Chittagong.