



**REGISTRAR OFFICE**  
UNIVERSITY OF CHITTAGONG  
CHITTAGONG 4331, BANGLADESH

“শিক্ষা নিয়ে গড়ব দেশ,  
শেখ হাসিনার বাংলাদেশ”

চট্টগ্রাম বিশ্ববিদ্যালয় চট্টগ্রাম, বাংলাদেশ

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Memo. No : \_\_\_\_\_

Sabbir Hasan  
Teacher  
Department of Computer Science and Engineering  
University of Chittagong  
Chittagong, Bangladesh.

Dated:2023-03-01

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

Dear Sir/Madam,

With reference to your application dated 2023-03-02 on the above mentioned subject, I am directed to inform you that you have been granted Study Leave on full average pay for 4 year, with effect from 2023-04-08 for your study towards PhD Program at the UK\_U, UK and that you have been released from the University with effect from 2023-04-08 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. \_\_\_\_\_ dated \_\_\_\_\_ (copy enclosed), the Vice-Chancellor has been pleased to allow you to proceed to UK for the purpose.

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.

The University of Chittagong or the Govt. of Bangladesh will have no financial responsibilities for your proposed study in UK.

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 2027-04-08. You should also take prior permission from this University for any change of Course/ Field of Study or Institution, along with proper documents.

Thanking you,

Yours Sincerely,

**Registrar**

University of Chittagong