



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:

Dr. Kazi Masum Billah  
Associate Professor  
Department of Physics  
University of Chittagong  
Chittagong, Bangladesh  
Dated: 2024-07-14

Subject: Grant of Study Leave and Release Order

Dear Sir/Madam,

With reference to your application dated 2024-07-14 on the above-mentioned subject, I am directed to inform you that you have been granted Study Leave on full average pay for 4 years, with effect from 2024-07-10 for your study towards PhD Program at Harbard, USA and that you have been released from the University with effect from 2024-07-10 for this 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 USA for this purpose.

Additionally, 10 percent of your Monthly Basic Pay during the period of your Study Leave will be deposited in the Chittagong University Account and the total amount 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 USA.

I 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, three months before the expiry of the above leave if you need an extension. The extension will depend on a Satisfactory Progress Report from your Course Supervisor, the Opinion of the Departmental (CU) Planning Committee, or you may return from abroad and join your duties at this University by . Prior permission from this University is required for any change of Course/Field of Study or Institution, along with proper documents.

Thanking you,

Yours Sincerely,

Register  
University of Chittagong