

12A  
14/7/25  
04.03.25

Office of the Registrar  
University of Dhaka  
Dhaka-1000, Bangladesh  
Phone: 9670531, 9661900/4020(Off.)  
Fax: 88-02-55167810  
E-mail: [vcoffice@du.ac.bd](mailto:vcoffice@du.ac.bd), [registrar@du.ac.bd](mailto:registrar@du.ac.bd)



রেজিস্ট্রারের অফিস  
ঢাকা বিশ্ববিদ্যালয়  
ঢাকা-১০০০, বাংলাদেশ  
ফোন: ৯৬৭০৫৩১,  
৯৬৬১৯০০/৪০২০ (অফিস)  
ফ্যাক্স: ৮৮-০২-৫৫১৬৭৮১০

No. Reg./Admin-1/.....

Dated: \_\_\_\_\_/১৪৩১  
/2025

Dr. Khaled Mahmud  
Professor  
Institute of Business Administration  
University of Dhaka

Dear Sir,

With reference to your application dated 23.02.2025, I am directed to inform you that you have been granted earned leave from 09.03.2025 to 14.03.2025 with permission to affix weekly holidays of the University from 07.03.2025 to 08.03.2025 with the leave to enable you to go to the Kingdom of Saudi Arabia for performing Holy Omrah Hajj.

It may be mentioned that the University of Dhaka or the Government of the People's Republic of Bangladesh will not bear any expense in local or foreign currency for this purpose.

I am directed to inform you further that as authorized under Prime Minister Secretariat's Office letter No.03.069.026.06.00.003.2011-144(500) dated 20-06-2011 the Vice-Chancellor has permitted you to leave the station on 06.03.2025 at afternoon and to go to the Kingdom of Saudi Arabia for the above purpose and stay there for the period mentioned above.

Yours faithfully,

Sd./-

G M Mizanur Rohman  
Deputy Registrar (Admin-1)  
University of Dhaka

Memo No Admin-1/..... 62356- 61

Dated: 4/3 /2025

Copy forwarded for information & necessary action to:

1. The Secretary, Ministry of Public Administration, Govt. of the People's Republic of Bangladesh, Dhaka.
2. The Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh, Dhaka.
3. The Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh, Dhaka.
4. The Director, Institute of Business Administration, D.U.
5. The Director of Accounts, D.U.
6. Md. Rifat Amin, Technical Officer, Office of the Registrar, DU. [for upload in the Dashboard/Profile and Send in to the Institutional Email].

G M Mizanur Rohman  
Deputy Registrar (Admin-1)  
University of Dhaka