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13-03-25

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

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

Dated: _____/1801
/2025

Dr. Sutapa Bhattacharjee
Professor
Institute of Business Administration
University of Dhaka

Dear Madam,

With reference to your application dated 03.03.2025, I am directed to inform you that you have been granted earned leave on 06.04.2025 with permission to affix Eid-ul-Fitr holidays of the University from 30.03.2025 to 05.04.2025 with the leave to enable you to go to Thailand and Singapore for personal reasons.

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 to go Thailand and Singapore 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-1/64758 - 63

Dated: 13/3/2025

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