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, 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 _____ /১৪৩০ বঙ্গাব্দ
/2023 খ্রি.

Swarup Saha
Assistant Professor
Institute of Business Administration
University of Dhaka

Dear Sir,

With reference to your application dated 11.06.2023, I am directed to inform you that you have been granted earned leave on 22.06.2023 with permission to affix Weekly holidays and Eid-ul-Azha holidays of the University from 23.06.2023 to 02.07.2023 with the leave to enable you to go to India for medical check-up.

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 19-06-2011 the Vice-Chancellor has permitted you to leave the station and to go to India for the above purpose and stay there for the period mentioned above.

"You are requested to keep in mind the COVID-19 Pandemic challenges, regulations and obligations."

Yours faithfully,

Sd./-

G M Mizanur Rohman
Principal Administrative Officer
(Admin-1), University of Dhaka

Memo No Admin-1/93478-83

Dated: 19.6, /2023

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. The Director, ICT Cell, D.U.

G M Mizanur Rohman
Principal Administrative Officer
(Admin-1), University of Dhaka