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Memo no: CoU/Registrar/Person-846/2019/ 710 Date: 19.11.2025

Order

Subject: Permission to proceed to Malaysia, Singapore, Thailand, Sri Lanka &Maldives.

The Authority of this university has permitted **Mashiat Zahin**, Passport Number: **B00058877** to go to **Malaysia, Singapore, Thailand, Sri Lanka &Maldives** for the purpose of **travelling**. On this purpose she has been granted 16 days (December 12 to 27, 2025) outside Bangladesh (**Malaysia, Singapore, Thailand, Sri Lanka &Maldives**) leave. The leave from December 12 to 18 (07 days) will be treated as earned leave with full average pay and the remaining leave from December 19 to 27 (09 days) will not be deducted from the account of her leave as the academic and administrative activities of this university will remain closed on the occasion of winter vacation. This order has been issued under the authority provided by the Government of Bangladesh Vide Memo No: 03.069.025. 06.00. 003.2011-144(500), dated the 19th June 2011.

The expenses relating to this purpose will not be borne by Comilla University. After ending the leave she will be back to country and submit joining letter to the Registrar through respective authority.

By order

19.11.2025
(Professor Dr. Mohammad Anwar Hossen)
Registrar (Additional Charge)
Comilla University
Cumilla, Bangladesh
Mobile: 01712-509430.

Mashiat Zahin
Assistant Professor
Department of Marketing
Comilla University
Cumilla, Bangladesh.

Memo no: CoU/Registrar/Person-846/2019/ 710 Date: 19.11.2025

Copy forwarded for information & necessary action to (Not in accordance with seniority)**:**

1. Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Home Affairs, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
3. Dean, Faculty of Business Studies, Comilla University, Cumilla.
4. Head, Department of Marketing, Comilla University, Cumilla.
5. Director in Charge (F&A), Comilla University, Cumilla.
6. Controller of Exam (In charge), Comilla University, Cumilla.
7. Director in Charge (ICT Cell), Comilla University, Cumilla.
8. Concern Immigration Officer of Bangladesh.
9. P.S to VC, Comilla University, Cumilla (for Informing the Honorable VC).
10. P.S to Pro-VC, Comilla University, Cumilla (for Informing the Honorable Pro-VC).
11. P.A to Treasurer, Comilla University, Cumilla (for Informing the Honorable Treasurer).
12. Personal File.
13. Office Copy.

19.11.2025
(Biplob Majumder)
Deputy Registrar
Comilla University
Cumilla, Bangladesh.