



Memo no: CoU/Registrar/Person-830/2019/৩৩০

Date: 24.02.2026

Order

Sub: Extension of 'Study Leave (4th year)' for PhD program at 'Putra Business School (PBS) Malaysia.

The authority of Comilla University, Cumilla has granted the extension of study leave with pay to **Sangita Basak**, Passport Number: **A01884483** from March 01, 2026 to February 28, 2027 for the completion of the 4th year of her Ph.D Program at '**Putra Business School (PBS)**', Malaysia. As per provision of existing study leave rules of this university 'study leave' will be extended on receipt of an application for extension along with satisfactory progress report which should be sent to the Registrar of this university.

The expenses relating to this purpose will not be borne by Comilla University.

By order

[Signature] 24.02.2026

(Professor Dr. Mohammad Anwar Hossen)

Registrar (Additional Charge)

Comilla University

Cumilla, Bangladesh

Mobile: 01712-509430.

Sangita Basak

Assistant Professor

Department of Management Studies

Comilla University

Cumilla, Bangladesh.

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

01. Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
02. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
03. Dean, Faculty of Business Studies, Comilla University, Cumilla, Bangladesh.
04. Head, Department of Management Studies, Comilla University, Cumilla, Bangladesh.
05. Director (F&A), Comilla University, Cumilla, Bangladesh.
06. Controller of Exam, Comilla University, Cumilla, Bangladesh.
07. Director in Charge (ICT Cell), Comilla University, Cumilla, Bangladesh.
08. Concern Immigration Officer of Bangladesh.
09. P.S to VC, Comilla University, Cumilla, Bangladesh (for Informing the Honorable VC).
10. P.S to Pro-VC, Comilla University, Cumilla, Bangladesh (for Informing the Honorable Pro-VC).
11. P.A to Treasurer, Comilla University, Cumilla, Bangladesh (for Informing the Honorable Treasurer).
12. Personal File.
13. Office Copy.

[Signature] 24.02.2026

(Biplob Majumder)

Deputy Registrar

Comilla University

Cumilla, Bangladesh.