



Memo no: CoU/Registrar/Person-687/2016/ **1423**

Date: 28.07.2026

Order

Sub: Permission to proceed to Japan.

The authority of Comilla University has granted permission to Jannatul Fardous, Passport No: A04130246 to travel to **Japan** to participate in the 78th Annual Meeting of the Society for Biotechnology to be held at Hokkaido University Sapporo Campus, by the Society for Biotechnology (SBJ), Japan. For this purpose, the authority has approved 7 (Seven) days Ex- Bangladesh leave treated as **duty leave** from **13 September to 19 September 2026**. 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.

All expenses related to this purpose will be borne by herself. After ending the leave, she must back to Bangladesh and submit joining letter to the Registrar through respective authority.

By order

(Md. Majibur Rahman Mazumder)

Registrar

Comilla University
Cumilla, Bangladesh
Mobile: 01726-401311.

Jannatul Fardous
Associate Professor
Department of Pharmacy
Comilla University
Cumilla, Bangladesh.

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Copy forwarded for information & necessary action to:

1. Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
3. Dean, Faculty of Science, Comilla University, Cumilla.
4. Head, Department of Pharmacy, Comilla University, Cumilla.
5. Controller of Exam, Comilla University, Cumilla.
6. Director in Charge (F&A), Comilla University, Cumilla.
7. Director in charge (ICT Cell), Comilla University, Cumilla.
8. The Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, 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.

(Biplob Majumder)

Deputy Registrar
Comilla University
Cumilla, Bangladesh