

Office of the Registrar

Comilla University

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রেজিস্ট্রার কার্যালয়

কুমিল্লা বিশ্ববিদ্যালয়

কুমিল্লা-৩৫০৬, বাংলাদেশ

ফোন : (+৮৮) ০২৩৩৪৪১১১৪৫
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registrar@cou.ac.bd

Memo no: CoU/Registrar/Person-551/2014/ 1637

Date: 30.09.2026

Order

Subject: Permission to proceed to Nepal.

The authority of this university has permitted **Rezowana Karim**, Passport Number: **A03857951** to go to Nepal for the purpose of travelling. For this purpose she has been granted 11 days outside Bangladesh leave (October 16 to 26, 2026). The leave from October 16 to 24 (09 days) will not be deducted from the account of her leave as the administrative and academic activities of this university will remain closed due to Sharadia Durga Puja and the leave from October 25 to 26 (02 days) will be treated as earned leave with full average pay. 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

(Mohammad Nurul Karim Chowdhury)

Registrar (Additional Charge)

Comilla University

Cumilla, Bangladesh

Mobile: 01712-644277.

Rezowana Karim

Deputy Registrar

Nawab Faizunnissa Chaudhurani Hall

Comilla University

Cumilla, Bangladesh.

Memo no: CoU/Registrar/Person-551/2014/ 1637

Date: 30.09.2026

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 Foreign Affairs, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
3. Provost, Nawab Faizunnissa Chaudhurani Hall, Comilla University, Cumilla.
4. Controller of Exam, Comilla University, Cumilla.
5. Director in Charge (F&A), Comilla University, Cumilla.
6. Director in Charge (ICT Cell), Comilla University, Cumilla.
7. Concern Immigration Officer of Bangladesh.
8. P.S to VC, Comilla University, Cumilla (for Informing the Honorable VC).
9. P.S to Pro-VC, Comilla University, Cumilla (for Informing the Honorable Pro-VC).
10. P.A to Treasurer, Comilla University, Cumilla (for Informing the Honorable Treasurer).
11. Personal File.
12. Office Copy.

(Biplob Majumder)

Deputy Registrar

Comilla University

Cumilla, Bangladesh.