



Memo no: CoU/Registrar/Person-06/2007/1682

Date: 13.10.2026

Order

Sub: Leave permission for Saudi Arabia.

The Authority of this university has permitted **Zinat Aman**, Passport Number: **A01216741** to go to Saudi Arabia for the purpose of observing **Omrah Hajj**. For this purpose, she has been granted 14 days outside Bangladesh leave (afternoon of October 15 to 29, 2026). The leave from October 16 to 24, 2026 (09 days) will not be deducted from the account of her leave as the administrative & academic activities of this university will remain closed on the occasion of Sharadia Durga Puja and the leave from October 25 to 29, 2026 (05 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 be borne by herself. After ending the leave she will be back to Bangladesh 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.

Zinat Aman

Deputy Controller of Exam.

Comilla University

Cumilla, Bangladesh.

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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. Controller of Exam, Comilla University, Cumilla.
4. Director in Charge (F&A), Comilla University, Cumilla.
5. Director in Charge (ICT Cell), Comilla University, Cumilla.
6. Concern Immigration Officer of Bangladesh.
7. P.S to VC, Comilla University, Cumilla (for Informing the Honorable VC).
8. P.S to Pro-VC, Comilla University, Cumilla (for Informing the Honorable Pro-VC).
9. P.A to Treasurer, Comilla University, Cumilla (for Informing the Honorable Treasurer).
10. Personal File.
11. Office Copy.

(Biplob Majumder)

Deputy Registrar

Comilla University

Cumilla, Bangladesh.