



Memo No. CVASU/Reg./P-540/2018/ 1343

Date: 25/07/2024

OFFICE ORDER

Dr. Helena Khatoon, Associate Professor, Department of Aquaculture, Faculty of Fisheries, Chattogram Veterinary and Animal Sciences University (CVASU), Chattogram, Bangladesh is hereby permitted to visit the University Malaysia Terengganu, Malaysia (as a guide) for Internship Program to be held from 09/08/2024 to 08/09/2024 under the following terms and conditions. She has been granted duty leave from 09/08/2024 to 08/09/2024 in this connection.

Terms and conditions:

- (1) The duration of the Internship Program and the transit will be considered as on duty.
- (2) She will not get any salary in foreign currency.
- (3) She will not be allowed to stay abroad more than the permitted period.
- (4) She will have to submit a report to the University authority after returning home.
- (5) There is no financial involvement Government of Bangladesh for this Internship Program.
- (6) Academic Development Fund/Field Visit Fund of the university will provide financial support required for this study tour or herself.

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By the approval of the authority,

Mirza Faruk Imam
(Mirza Faruk Imam) 25.07.24
Registrar

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Copy forwarded for Information and necessary action to:

(Not according to seniority)

- 1-2. The Secretary, Ministry of Foreign Affairs, Segonbagicha, Dhaka/ Ministry of Education, Bangladesh Secretariat, Dhaka, Bangladesh.
3. H.E. the Ambassador, Embassy of Malaysia, Dhaka, Bangladesh.
4. H.E. the Ambassador, Embassy of Bangladesh, Malaysia.
5. Treasurer, CVASU.
6. Dean/Director/Head,, CVASU.
7. Director General, Department of Immigration and Passport, Dhaka, Bangladesh.
8. Director, Shah Amanat (Rah) International Airport, Chattogram / Shahjalal (Rah) International Airport, Dhaka, Bangladesh.
9. Controller of Foreign Exchange Control Department, Bangladesh Bank, Dhaka, Bangladesh.
10. Director, Department of Immigration and Passport, Chattogram, Bangladesh.
11. Director, ICT Cell, CVASU.
12. Dr. Helena Khatoon, Associate Professor, Department of Aquaculture, CVASU.
13. PS to VC, CVASU.
14. File/Master file.

Nasir Ahmed
(Nasir Ahmed) 25/7/24
Deputy Registrar