



বঙ্গবন্ধু শেখ মুজিব মেডিক্যাল বিশ্ববিদ্যালয়
Bangabandhu Sheikh Mujib Medical University

রেজিস্ট্রার অফিস

Office of the Registrar

No. BSMMU/2025/438

Date: 13/01/2025

Office Order

Dr. Asma Helen Khan, Assistant Professor, Department of Hepatology of this university has been granted Ex-Bangladesh leave (earned leave) for 20 (Twenty) days from 15/01/2025 to 03/02/2025 for perform Omrah Hajj in KSA. During this period Dr. Md. Saiful Islam, Assistant Professor of the same department will look after the duties of **Dr. Asma Helen Khan**.

The University or the Government of Bangladesh will not bear any financial liability either in local or in foreign currency for this purpose.

By order

(**Dr. Md. Delwar Hossain**)

Additional Registrar-1

No. BSMMU/2025/ 438 (12)

Date: 13/01/2025

Copy forwarded for information and necessary action to:

1. The High Commission/Embassy of KSA in Bangladesh.
2. The High Commission/Embassy of Bangladesh in KSA.
3. Director General, Passport & Immigration, Dhaka.
4. Director General/Consular Welfare, Ministry of Foreign Affairs, Govt. of Bangladesh, Segun Bagicha, Dhaka.
5. Chairman, Department of Hepatology, BSMMU, Dhaka.
6. Director (Finance)/ Director (Hospital)/Director (IT), BSMMU, Dhaka.
7. Director, Passport & Immigration, Hazrat Shahjalal International Airport, Dhaka.
8. **Dr. Asma Helen Khan**, Assistant Professor, Department of Hepatology, BSMMU, Dhaka **with the request to submit departure/arrival report in due time through proper channel.**
9. Dr. Md. Saiful Islam, Assistant Professor, Department of Hepatology, BSMMU, Dhaka.
10. PS to Vice Chancellor, BSMMU, Dhaka.
11. PS to Pro Vice Chancellor (Academic)/ (Administration)/ (Research & Development)/ Treasurer, BSMMU, Dhaka.
12. PO to Registrar, BSMMU, Dhaka.
13. BSMMU Web: www.bsmmu.ac.bd

Additional Registrar-1

Asifuddin