



Memo no: HSTU/Est./A-688/2015/ 9424

Date: 24.10.2021

To

Md. Ibrahim Mostazid

Assistant Professor, Department of Civil Engineering
Dinajpur 5200, Bangladesh.

Subject: Extension of study leave for Master's Program.

Reference: HSTU/Civil/21/92; Dated-27.09.2021

In pursuance the above mentioned subject and reference that your study leave has been extended the period of 1 (one) month which effect from 01.09.2021 to 30.09.2021 to complete the Master's Program at The University of Tokyo, Japan under the following terms and conditions.

1. The expenditure in this regard will not be provided by this University.
2. The period of leave will be counted as active service.
3. All monetary benefits as a result of fresh appointment to a higher post during the period of study leave shall be admissible to the incumbent with effect from the date of his resumption of duties but without any arrear financial benefit.
4. After completion of his study he must return to Bangladesh and serve at least 4 (four) years to this University and shall not seek employment elsewhere without prior approval of the Vice-Chancellor.
5. The financial benefits of annual increment (s) falling due during the period of leave will be paid on resumption of duties after expiry of the granted without arrear.
6. He should inform his mailing address, fax number and his supervisor's address to this University after arrival in Japan.
7. He should not overstay abroad except only for obtaining the Master's Program.
8. He shall have to submit a copy of his thesis at the library of this University
9. He shall be bound to obey the rules and regulations of this University during his period of leave.

By the approval of Hon'ble Vice-Chancellor

sd/-

(Heroic Freedom Fighter Professor Dr. Md. Fazlul Hoque)
Registrar (Add. In-charge)

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Copy for Information and necessary action to:

1. Secretary to the Honorable President, The People's Republic of Bangladesh, Dhaka, Bangladesh.
2. Secretary, Ministry of Foreign Affairs, Government of The People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh.
3. Secretary, Ministry of Education, Government of The People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh.
4. Secretary, Ministry of Home Affairs, Government of The People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh.
5. Secretary, Ministry of Public Administration, Government of The People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh.
6. General Manager, Foreign Exchange Policy Department, Bangladesh Bank.
7. The Ambassador, Embassy of Japan, Plot No-5&7, Dutabash Road, Baridhara, Dhaka, Bangladesh.
8. Dean, Faculty of Engineering, HSTU, Dinajpur, Bangladesh.
9. Chairman, Department of Civil Engineering, HSTU, Dinajpur, Bangladesh.
10. Controller of Examination, HSTU, Dinajpur, Bangladesh.
11. Officer-in-Charge, Hazrat Shahjalal(R) International Airport, Dhaka, Bangladesh.
12. Director (Finance), HSTU, Dinajpur, Bangladesh
13. Officer In-Charge, IT Cell, HSTU, Dinajpur, Bangladesh
14. PS to VC (For kind Infor'n of the Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
15. PA to Treasurer (For kind Infor'n of the Treasurer), HSTU, Dinajpur, Bangladesh.
16. Office Copy.

Registrar (Add. In-charge)