

Memo no: HSTU/Est./A-562/2013/9583

Date: 03.11.2021

**Md. Moudud Hasan**

Assistant Professor

Department of Agricultural and Industrial Engineering

HSTU, Dinajpur, Bangladesh

**Subject: Extension of study leave for PhD Program.**

Reference: HSTU/AIE/2255, Date: 20.09.2021

In pursuance the above mentioned subject and reference that your study leave has been granted with full average pay for the period of 6 (six) Months with effect from 30.09.2021 to 01.03.2022 to complete the PhD Program from Vrije Universiteit Brussel, Belgium 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 5 (five) 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 Belgium.
7. He should not overstay abroad except only for obtaining granting leave period.
8. He shall have 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 (Additional Charge)

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**Copy for Information and necessary action to:**

1. Chairman, UGC, Agargaon, Sher-E-Banglanagar, Dhaka, Bangladesh.
2. Secretary, Ministry of Foreign Affairs, Segun Baghicha, Dhaka, Bangladesh.
3. Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka, Bangladesh.
4. Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka, Bangladesh.
5. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka, Bangladesh.
6. General Manager, Foreign Exchange Policy Department, Bangladesh Bank.
7. Consular of Belgium, H#24/A, R#42, Suite#A2, Gulshan-2, Dhaka, Bangladesh.
8. Dean, Faculty of Engineering, HSTU, Dinajpur, Bangladesh.
9. Chairman, Department of Agricultural and Industrial Engineering, HSTU, Dinajpur, Bangladesh.
10. Director (Finance), HSTU, Dinajpur, Bangladesh.
11. Controller of Examination, HSTU, Dinajpur, Bangladesh.
12. Officer-in-Charge, Hazrat Shahjalal(R) International Airport, Dhaka, Bangladesh.
13. Officer In-Charge, IT Cell, HSTU, Dinajpur-5200, Bangladesh.
14. PS to VC (For kind Infor'n of the Hon'ble Vice-Chancellor), HSTU, Dinajpur-5200, Bangladesh.
15. PA to Treasurer (For kind Infor'n of the Hon'ble Treasurer), HSTU, Dinajpur-5200, Bangladesh.
16. Office Copy.

Registrar (Additional Charge)

Heroic Freedom Fighter Prof. Dr. Md. Fazlul Hoque

Registrar (Additional Charge)

Hajee Mohammad Danesh Science and Technology

University, Dinajpur-5200, Bangladesh