



Memo no: HSTU/Est./A-651/2014/ 4343

Date: 24.07.2022

**Fatiha Farhana**  
Assistant Professor  
Department of Chemistry  
HSTU, Dinajpur, Bangladesh

**Subject: Regarding grant of study leave for PhD Program.**

Reference: HSTU/CHE/22/641; Date: 28.06.2022

In pursuance the above mentioned subject and reference that your study leave has been granted with full average pay for the period of 3 (three) years with effect from 01.08.2022 to 31.07.2025 to complete the PhD Program from Kent State University, Kent, Ohio, USA. 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 result of fresh appointment to a higher post during the currency of leave shall be admissible with effect from the date of her resumption of duties but without any arrear financial benefit.
4. After completion of her study she must return to Bangladesh and serve at this University as per University leave rules 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.
6. She should inform her mailing address, fax number and her supervisor's address to this University after arrival in USA.
7. She shall to submit a copy of her thesis at the library of this University.
8. She 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/-

(Prof. Dr. Sripati Sikder)  
Registrar (Additional 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. The Ambassador, Embassy of USA, Madani Ave, Baridhara, Dhaka-1212, Bangladesh
7. Controller of Foreign Currency, Foreign Currency Endorsement Division, Bangladesh Bank.
8. Officer In-Charge, Immigration, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
9. Dean, Faculty of Science, HSTU, Dinajpur, Bangladesh.
10. Chairman, Department of Chemistry, HSTU, Dinajpur, Bangladesh
11. Director (Finance), HSTU, Dinajpur, Bangladesh.
12. Co-ordinator, IT Cell, HSTU, Dinajpur, Bangladesh
13. PS to VC (For kind Infor'n of Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
14. PA to Treasurer (For kind Infor'n of the Treasurer), HSTU, Dinajpur, Bangladesh.
15. Office Copy.

  
Registrar (Additional Charge) 24.07.2022