



Memo no: HSTU/Est./A-832/2020/ 297

Date: 14, 08, 2023

**Kazi Asadullah Al Emran**

Lecturer

Department of Architecture

HSTU, Dinajpur 5200, Bangladesh

**Subject: Granting of study leave for MS Programme.**

Reference: HSTU/Arc/2023/313; Date: 30.07.2023

In pursuance the above mentioned subject and reference that your study leave has been granted for the period of 1 (one) year which effect from 29.08.2023 to 28.08.2024 to complete the MS Programme at University Rotterdam, Netherlands under the following terms and conditions.

**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 her resumption of duties but without any arrear financial benefit.
4. After completion of his study he 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 without arrear.
6. He should inform her mailing address, fax number and her supervisor's address to this University after arrival in Netherlands.
7. He should not overstay abroad except only for obtaining MS Programme.
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/-

(Professor Dr. Md. Saifur Rahman)

Registrar (Additional-Charge)

Memo no: HSTU/Est./A-832/2020/ 297

Date: 14, 08, 2023

**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 the Netherlands, Road No.90, House No.49, Gulshan, Dhaka, Bangladesh.
7. High Commissioner, Bangladesh High Commission, Thailand.
8. General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka, Bangladesh.
9. Dean, Faculty of Engineering, HSTU, Dinajpur, Bangladesh.
10. Chairman, Department of Architecture, HSTU, Dinajpur, Bangladesh.
11. Director (Finance), HSTU, Dinajpur, Bangladesh.
12. Controller of Examination, HSTU, Dinajpur, Bangladesh.
13. Officer In-Charge, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
14. Officer In-Charge, IT Cell, HSTU, Dinajpur, Bangladesh
15. PS to VC (For kind Infor'n of Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
16. Office Copy.

14-08-2023  
Registrar (in-charge)