

Memo no: HSTU/Est./A-778/2019/430

Date: 28/8/2023

Sadia Nur Habib
Assistant ProfessorDepartment of Management
HSTU, Dinajpur, Bangladesh.**Subject: Granting of study leave for MS Programme.**

Reference: HSTU/MGT/2023/084, Date: 23.08.2023

In pursuance the above mentioned subject and reference that your study leave has been granted with full average pay for the period of 2 (two) years which effect from 03.09.2023 to 02.09.2025 to complete the MS Program at University of Pecs in Hungary 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 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 without arrear.
6. She should inform her mailing address, fax number and her supervisor's address to this University after arrival in the Hungary.
7. She should not overstay abroad except only for obtaining the MS Program.
8. She shall have to submit a copy of her thesis at the library of this University
9. She shall be bound to obey the rules and regulations of this University during her period of leave.

By the approval of Hon'ble Vice-Chancellor

Sd/-

(Professor Dr. Md. Saifur Rahman)
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. General Manager, Foreign Exchange Policy Department, Bangladesh Bank.
7. Embassy of Hungary; SW (G)-8, Bir Uttam Mir Shawkat Sarak Road, Gulshan-1, Dhaka-1212, Bangladesh.
8. Dean, Faculty of Business Studies, HSTU, Dinajpur, Bangladesh.
9. Chairman, Department of Management, 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. Co-ordinator, IT Cell, HSTU, Dinajpur, Bangladesh.
14. PS to VC (For kind Infor'n of the Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
15. Office Copy.

28.08.2023
Registrar (Additional Charge)