



Memo no. HSTU/Est:/A-645/2014/1274

Date: 11.12.2023

**Sabina Yasmin**

Associate Professor

Department of Food Engineering and Technology

HSTU, Dinajpur, Bangladesh.

**Subject: Granting of Study leave for PhD Program.**

Reference: HSTU/AFT/2023/1099: 21.11.2023

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 which effect from 01.01.2024 to 31.12.2026 to complete PhD program at Walailak University, Thasala, Thailand, under the following terms and conditions.

1. The period of leave will be counted as active service.
2. 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.
3. 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.
4. 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.
5. She should inform her mailing address, fax number and her supervisor's address to this University after arrival in Thailand.
6. She will have to submit her thesis copy at the library of this University.
7. She will be bound to obey the rules and regulations of this University during her period of leave.
8. The expenditure in this regard will not be provided by this university.

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. Ambassador, Royal Thai Embassy, 18 & 20, Madani Avenue, Baridhara, Dhaka-1212, 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 Food Engineering and Technology, 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. Co-ordinator, IT Cell, HSTU, Dinajpur, Bangladesh
15. PS to VC (For kind Infor'n of Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
16. Office Copy.

Registrar (Additional Charge)

Prof. Dr. Md. Saifur Rahman  
Registrar (Additional Charge)  
Hajee Mohammad Danesh Science &  
Technology University, Dinajpur.