



Memo no: HSTU/Est./A-643/2014/ 529

Date: 10.09.2023

**Md. Atikur Rahman**

Assistant Professor, Department of Food Processing and Preservation  
Hajee Mohammad Danesh Science and Technology University  
Dinajpur-5200, Bangladesh

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

Reference: HSTU/FPP/2023/66; Date: 14.08.2023

In pursuance the above mentioned subject and reference that your study leave has been granted with full average pay for the period of 3 (three) years which effect from 10.09.2023 to 09.09.2026 to complete the PhD Program at Oregon State University, USA 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 his resumption of duties but without any arrear financial benefit.
3. 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.
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. He should inform his mailing address, fax number and his supervisor's address to this University after arrival in USA.
6. He should not overstay abroad except only for obtaining the PhD Program.
7. He shall have to submit a copy of his thesis at the library of this University
8. 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)

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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 United States of America, Madani Avenue, Baridhara, Dhaka-1212.
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 Engineering, HSTU, Dinajpur, Bangladesh
10. Chairman, Department of Food Processing and Preservation, HSTU, Dinajpur, Bangladesh.
11. Controller of Examination, HSTU, Dinajpur, Bangladesh.
12. Director (Finance), HSTU, Dinajpur, Bangladesh.
13. Co-ordinator, IT Cell, HSTU, Dinajpur, Bangladesh
14. PS to VC (For kind Infor'n of Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
15. Office Copy.

10.09.2023  
Registrar (Additional Charge)  
Hajee Mohammad Danesh Science & Technology University, Dinajpur