

Memo no. HSTU/Est:/A-650/2014/1819

Date: 20.03.2024

**Md. Shazadur Rahman**

Assistant Professor

Department of Agricultural Chemistry

HSTU, Dinajpur, Bangladesh.

**Subject: Extension of study leave for PhD Program.***Reference: HSTU/ACH/03/23/102, Date: 17.08.2023*

On the basis of the above mentioned subject and reference that your study leave has been extended the period of 7(seven) Months which effect from 01.10.2023 to 30/04/2024 with full average pay to complete the PhD Program From Saitama University, Japan, 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 his 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.
6. He shall to submit a copy of his thesis at the library of this University
7. 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. General Manager, Foreign Exchange Policy Department, Bangladesh Bank.
7. The Ambassador, Embassy of Japan, Plot No-5&7, Dutabash Road, Baridhara, Dhaka, Bangladesh.
8. Dean, Faculty of Agriculture, HSTU, Dinajpur, Bangladesh.
9. Chairman, Department of Agricultural Chemistry, HSTU, Dinajpur, Bangladesh.
10. Director (Finance), HSTU, Dinajpur, Bangladesh
11. Co-ordinator, IT Cell, HSTU, Dinajpur, Bangladesh.
12. PS to VC (For kind Infor'n of the Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
13. Office Copy.

*QD* 20.03.2024  
Registrar (Additional Charge)