

Memo no.: HSTU/Est./A-823/2020/ 2987

Date: 07.08.2025

**Ahmed Intiaz Rais** (Passport No-A12256960)  
Assistant Professor, Department of Mechanical Engineering  
HSTU, Dinajpur-5200, Bangladesh

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

Reference: HSTU/MEE/2025/181, Date: 17.07.2025

In pursuance, the above mentioned subject and reference that your study leave has been granted with full average pay for the period of 4 (four) years which effect from 24<sup>th</sup> August 2025 to 23<sup>rd</sup> August 2029 to complete the PhD Program from the University of Guelph, Canada under the following terms and conditions.

1. The period of granted study leave shall be counted as qualifying 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/her resumption of duties but without any arrear financial benefit.
3. After completion of his/her studies he/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 without arrear.
5. He/She will have to submit an annual progress report to this university which will be recommended by the Head of Department/Research Supervisor of the institution of study.
6. After arriving in Canada, he/she must inform this university of his/her mailing address, fax number, and supervisor's address.

By the approval of Hon'ble Vice-Chancellor

Sd/-

(Professor Dr. Md. Abu Hasan)  
Registrar (Additional Charge)

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**Copy for Information and necessary action to:**

1. Secretary, Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh
2. Secretary, Ministry of Education, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh
3. Secretary, Ministry of Home Affairs, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh.
4. Secretary, Ministry of Public Administration, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh
5. Secretary, Economic Relations Division, Ministry of Finance, Sher-e-Bangla Nagar, Dhaka, Bangladesh
6. Controller, Foreign Exchange Control Department, Bangladesh Bank, Dhaka
7. High Commissioner, High Commission of Canada, United Nations Road, Baridhara, Dhaka, Bangladesh.
8. Dean, Faculty of Engineering, HSTU, Dinajpur, Bangladesh
9. Chairman, Department of Mechanical Engineering, HSTU, Dinajpur, Bangladesh
10. Officer In-Charge, Immigration, HazratShahjalal(R) International Airport, Dhaka, Bangladesh
11. Director (Finance), HSTU, Dinajpur, Bangladesh
12. Controller of Examination, HSTU, Dinajpur, Bangladesh
13. Co-ordinator, IT Cell, HSTU, Dinajpur, Bangladesh
14. PS to Vice-Chancellor (For kind Infor'n of the Hon'bleV.C.), HSTU, Dinajpur, Bangladesh
15. PA to Pro-Vice Chancellor (For kind Infor'n of the Hon'ble Pro-V.C.), HSTU, Dinajpur, Bangladesh
16. PA to Treasurer (For kind Infor'n of the Treasurer), HSTU, Dinajpur, Bangladesh
17. Office Copy

*Mabum*  
07.08.25  
Registrar (Additional charge)

(Professor Dr. Md. Abu Hasan)  
Registrar (Additional Charge)  
Hajee Mohammad Danesh Science  
and Technology University, Dinajpur