



Memo no: HSTU/Est./A-831/2020/2861

Date: 20.07.2025

Md. Jisan Mahmud

Assistant Professor, Department of Mechanical Engineering
HSTU, Dinajpur-5200, Bangladesh

Subject: Granting of study leave for PhD program

Reference: HSTU/MEE/2025/152; Date: 17.06.2025

In pursuance the above mentioned subject and reference that your study leave has been granted with full average pay for the period of 1 (one) year which effect from 10th August 2025 to 9th August 2026 to complete the PhD program at King Fahd University of Petroleum & Minerals, Dhahran, Saudi Arabia 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 without arrear.
5. He should inform his mailing address, fax number and supervisor's address to this University after arrival in the Saudi Arabia.
6. He shall submit a copy of his thesis at the library of this University

By the approval of Hon'ble Vice-Chancellor

Sd/-

(Prof. Dr. Md. Abu Hasan)

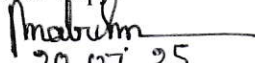
Registrar (Additional charge)

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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. The Ambassador, Embassy of Saudi Arabia, House-5(NE), Road-83, Gulshan-2, Dhaka, Bangladesh.
6. General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka, Bangladesh.
7. Dean, Faculty of Engineering, HSTU, Dinajpur, Bangladesh
8. Chairman, Department of Mechanical Engineering, HSTU, Dinajpur, Bangladesh.
9. Officer In-Charge, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
10. Director (Finance), HSTU, Dinajpur, Bangladesh.
11. Controller of Examination, HSTU, Dinajpur, Bangladesh.
12. Co-ordinator, IT Cell, HSTU, Dinajpur, Bangladesh.
13. PS to VC (For kind Infor'n of Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
14. PA to Pro-VC (For kind Infor'n of Hon'ble Pro-Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
15. PA to Treasurer (For kind Infor'n of Hon'ble Treasurer), HSTU, Dinajpur, Bangladesh.
16. Office Copy


20.07.25
Registrar (Additional charge)

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

