HAJEE MOHAMMAD DANESH SCIENCE AND TECHNOLOGY UNIVERSITY (HSTU)
Dinajpur, Bangladesh
Phone: 880-531-61355, Fax: 880-531-61311, Web: www.hstu.ac.bd

Memo no: HSTU/Est./A-651/2014/ 3959 Date: 07.10.2025

Fatiha Farhana
Assistant Professor
Department of Chemistry
HSTU, Dinajpur, Bangladesh

Subject: Extension of study leave for PhD Program.
Reference: Aplication Date: 30.07.2025

On the basis of the above mentioned subject and reference that your study leave has been extended the period of 01 (one) year which effect from 01.08.2025 to 31.07.2026 with full average pay to complete the PhD Program from Kent State University, Kent, Ohia, USA. under the following 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.

By the approval of Hon'ble Vice-Chancellor

sd/-
(Professor Dr. Md. Abu Hasan)
Registrar (Additional Charge)

Memo no: HSTU/Est./A-651/2014/ 3959 Date: 07.10.2025

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. General Manager, Foreign Exchange Policy Department, Bangladesh Bank.
6. The Ambassador, Embassy of USA, Madani Ave, Baridhara, Dhaka-1212, Bangladesh
7. Dean, Faculty of Science, HSTU, Dinajpur, Bangladesh.
8. Chairman, Department of Chemistry, HSTU, Dinajpur, Bangladesh
9. Officer-in-Charge, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
10. Controller of Examination, HSTU, Dinajpur, Bangladesh.
11. Director (Finance), HSTU, Dinajpur, Bangladesh
12. Co-ordinator, IT Cell, HSTU, Dinajpur, Bangladesh
13. PS to Vice-Chancellor (For kind Infor'n of the Hon'ble V.C.), HSTU, Dinajpur-5200, Bangladesh
14. PA to Pro-Vice Chancellor (For kind Infor'n of the Hon'ble Pro-V.C.), HSTU, Dinajpur-5200
15. PA to Treasurer (For kind Infor'n of the Treasurer), HSTU, Dinajpur, Bangladesh.
16. Office Copy.

Mabuhm
07.10.25
Registrar (Additional Charge)

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