

Memo no.: HSTU/Est./A-880/2022/ 4494

Date: 30.07.2026

**Subject: Regarding granting of study leave for PhD program**

Reference: HSTU/MKT/3299/26, Date: June 8, 2026

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 August 30, 2026 to August 29, 2029 to complete the PhD program at Southwestern University of Finance and Economics, China under the following terms and conditions.

1. 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.
2. After completion of his studies 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.
3. 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.
4. He has submitted requisite bond according to University Leave Rules-2020 to serve in the relevant department of this university.
5. He 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. He must inform this university of his mailing address, fax number, and supervisor's address after arriving in China.

By the approval of Hon'ble Vice-Chancellor  
Sd/-

**Recipient:****Md. Asaduzzaman Babu** (Passport No-A16977472)

Assistant Professor

Department of Marketing

HSTU, Dinajpur, Bangladesh

(Professor Dr. Md. Abu Hasan)

Registrar (Additional Charge)

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**Copy for Kind Information and Necessary Action (Not in the order of seniority):**

1. The Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
2. The Secretary, Ministry of Home Affairs, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
3. The Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
4. The Secretary, Ministry of Public Administration, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
5. The Director General, Immigration & Passport, E-7, Agargaon, Sher-e-Bangla Nagar, Dhaka.
6. The Controller, Foreign Exchange Control Department, Bangladesh Bank, Dhaka.
7. Dean, Faculty of Business Studies, HSTU, Dinajpur.
8. Chairman, Department of Marketing, HSTU, Dinajpur.
9. The Immigration Officer, Embassy of China, Plot 2/4, Road No-3, Block-1, Baridhara, Dhaka, Bangladesh.
10. The Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
11. Director (Finance), HSTU, Dinajpur.
12. Controller of Examination, HSTU, Dinajpur.
13. Coordinator, IT Cell, HSTU, Dinajpur.
14. PS to Vice-Chancellor (For kind Infor'n of the Hon'ble V.C.), HSTU, Dinajpur.
15. PS to Pro-Vice Chancellor (For kind Infor'n of the Hon'ble Pro-V.C.), HSTU, Dinajpur.
16. PA to Treasurer (For kind Infor'n of the Treasurer), HSTU, Dinajpur.
17. Office Copy

(Dr. A B M. Sohel Mahmud)