



Memo No: HSTU/Est./A-623/2014/ **6199**

Date: **05.03.2020**

Rizwan Ahmed

Assistant Professor

Department of English

HSTU, Dinajpur-5200, Bangladesh

Subject: Extension of study leave for MS Program.

Reference: HSTU/SSH/ENG/848/20; Date: 03.02.2020

On the basis of the above mentioned subject and reference that your study leave has been extended in favor of MS Program from TESOL at Intrastructure University, Kuala Lumpur, Malaysia for the period of 5 (five) months and 8(eight) days from 02.02.2020 to 10.07.2020 with full average pay under the terms and conditions.

1. The period of leave will be counted as active service.
2. All monetary benefits as a result of fresh appointment to a higher post during the period of study leave shall be admissible to the incumbent 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 least 5 (five) years to this University 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 counted on resumption of duties after expiry of the leave granted without arrear.
5. He should not overstay abroad except only for obtaining the MS Program.
6. He shall submit to his annual progress report duly recommended by his research supervisor.
7. He shall submit to a copy of his thesis at the library of this University.
8. 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. Fazlul Hoque

Registrar

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Copy for Information and necessary action to:

1. Chairman, UGC, Agargaon, Sher-E-Banglanagar, Dhaka, Bangladesh.
2. Secretary, Ministry of Foreign Affairs, Segun Baghicha, Dhaka, Bangladesh.
3. Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka, Bangladesh.
4. Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka, Bangladesh.
5. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka, Bangladesh.
6. Director General, Dept. of Immigration and Passport, Dhaka, Bangladesh.
7. The Ambassador, Embassy of Malaysia, Road no-6, House no-19, Baridhara, Dhaka, Bangladesh.
8. Dean, Faculty of Social Science and Humanitie, HSTU, Dinajpur, Bangladesh.
9. Chairman, Department of English, HSTU, Dinajpur, Bangladesh.
10. Director (Finance), HSTU, Dinajpur, Bangladesh.
11. Officer-in-Charge, Immigration, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh
12. Officer In-Charge, IT Cell, HSTU, Dinajpur, Bangladesh
13. PS to VC (For kind Infor'n of Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
14. PA to Treasurer (For kind Infor'n of the Treasurer), HSTU, Dinajpur, Bangladesh.
15. Office Copy.

[Signature]
05/03/2020
Registrar