



Memo No. BUTEX/Admin-151/1st Part/2022/556

Date: 02/08/2022

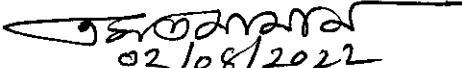
OFFICE ORDER

As per recommendation of the study leave grant committee and approved by the Syndicate [vide it's meeting no- 73, (Emergency meeting) dated: 01/08/2022] the Vice-Chancellor of Bangladesh University of Textiles is pleased to grant study leave with full pay in favor of following teachers of Bangladesh University of Textiles, Dhaka, Bangladesh to pursue in Ph.D. / MS Leading to Ph.D. Program as mentioned below:

SL	Name & Designation	Institute & Country	Duration of Leave
01.	Mr. Md. Hasan Sheikh Assistant Professor Department of Textile Engineering Management.	University of North Carolina, Greensboro, USA.	01 (One) year 03 August 2022 to 02 August 2023
03.	Ms. Farhatul Janan Lecturer Department of Industrial & Production Engineering.	Clemson University, USA	01 (One) year 03 August 2022 to 02 August 2023

Terms and conditions of study leave:

1. Their service during the study leave shall be governed as per Act, Rules & Regulations and Order of Bangladesh University of Textiles;
2. The progress report of the MS Leading to Ph.D./Ph.D. Program given by the supervisor/tutor should be submitted to the Registrar through proper channel after six months interval;
3. The application for extension of study leave beyond the sanctioned period should be made at least six months before the expiry of the sanctioned leave through proper channel with the progress report of supervisor/tutor of the applicant;
4. All expenses in this connection will be borne by respective Institute. Bangladesh University of Textiles or the Govt. of the People's Republic of Bangladesh will have no financial obligations in this regard;
5. They will return home after study leave and report at once to the Registrar along with course leaving certificate through proper channel. They will not be entitle to join duties before the termination of their leave without permission of the Vice-Chancellor;
6. According to the Office Order of Ministry of Education, Govt. of the People's Republic of Bangladesh vide it's memo no-37.00.0000.080.08.001.21-170, date: 02/08/2022, their released will be effective on 02 August, 2022 (afternoon).


02/08/2022
(Prof. Dr. Shah Alimuzzaman)
Registrar (Additional Charge)
Phone: 02-48112442.

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Copy for kind information and necessary action to (not in order of seniority):

1. Senior Secretary, Secondary & Higher Education Division, Ministry of Education, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka-1000.
2. Senior Secretary, Ministry of Public Administration, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka-1000.
3. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Segun Bagicha, Dhaka-1000.
4. Secretary, Public Security Division, Ministry of Home Affairs, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka-1000.



5. Director General, Immigration and Passport, Govt. of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Textile Management and Business Studies, BUTEX.
7. Head, Department of Textile Engineering Management /Industrial & Production Engineering, BUTEX.
8. Controller, Office of the Controller of Examinations, BUTEX.
9. Deputy Director, Office of the Finance & Accounts, BUTEX.
10. Mr. Md. Hasan Sheikh, Assistant Professor, Department of Textile Engineering Management, BUTEX.
11. Programmer (With a request to publish the office order at BUTEX website), BUTEX.
12. Ms. Farhatul Janan, Lecturer, Department of Industrial & Production Engineering, BUTEX.
13. Immigration Officer, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
14. Section Officer, VC Office (for honorable VC's kind information), BUTEX.
15. Personal/Relevant file.

(Mohammad Sharifur Rahaman)
Deputy Registrar (HR)