



Memo No. BUTEX/Admin-151/1<sup>st</sup> Part/2022/

Date: 03/08/2022

**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 teacher of Bangladesh University of Textiles, Dhaka, Bangladesh to pursue in MS Leading to Ph.D. Program as mentioned below:

SL	Name & Designation	Institute & Country	Duration of Leave
01.	Mr. Sourav Kumar Ghosh Assistant Professor Department of Industrial & Production Engineering.	University of Minnesota USA	01 (One) year 04 August 2022 to 03 August 2023

7. His service during the study leave shall be governed as per Act, Rules & Regulations and Order of Bangladesh University of Textiles;
8. The progress report of the MS Leading to Ph.D. Program given by the supervisor/tutor should be submitted to the Registrar through proper channel after six months interval ;
9. 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;
10. 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;
11. He will return home after study leave and report at once to the Registrar along with course leaving certificate through proper channel. He shall not be entitle to join duties before the termination of his leave without permission of the Vice-Chancellor;
12. 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: 02/07/2022, his released will be effective on 03 August, 2022 (afternoon).

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

Memo No. BUTEX/Admin-151/1<sup>st</sup> Part/2022/563

Date: 03/08/2022

**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 Textile Management and Business Studies, BUTEX.
7. Head, Department of Industrial & Production Engineering, BUTEX.
8. Controller, Office of the Controller of Examinations, BUTEX.
9. Deputy Director, Office of the Finance & Accounts, BUTEX.
10. Mr. Sourav Kumar Ghosh, Assistant Professor, Department of Industrial & Production Engineering, BUTEX.
11. Programmer (With a request to publish the office order at BUTEX website), BUTEX.
12. Immigration Officer, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
13. Section Officer, VC Office (for honorable VC's kind information), BUTEX.
14. Personal/Relevant file.

*Mohammad Sharifur Rahman*  
(Mohammad Sharifur Rahman)  
Deputy Registrar (HR)