



Memo No. BUTEX/Admin-151/2nd Part/2023/656

Date: 08/08/2023


OFFICE ORDER

As per recommendation of the study leave grant committee and approved by the Syndicate [vide it's meeting no- 78, dated: 26/06/2022] 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 PhD/Master's Program as mentioned bellow:

SL	Name & Designation	Program, Institute & Country	Duration of Leave
01.	Mr. Anupom Mondol Assistant Professor Department of Textile Machinery Design and Maintenance.	PhD TEXAS TECH University, USA.	01 (One) year 08 August 2023 to 07 August 2024
02.	Mr. Tarik Reza Toha Lecturer Department of Textile Machinery Design and Maintenance.	PhD University of North Carolina, USA.	01 (One) year 10 August 2023 to 09 August 2024
03.	Susmita Saha Lecturer Department of Yarn Engineering.	Master's TEXAS TECH University, USA.	01 (One) year 08 August 2023 to 07 August 2024

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 said 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-37.00.0000.080.08.001.21-281, date: 01/08/2023, released will be effective for Mr. Anupom Mondol and Susmita Saha on 07 August, 2023 (afternoon), and Mr. Tarik Reza Toha on 09 August, 2023 (afternoon).


(Kabari Majumder)
Registrar (In 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 Engineering/ Faculty of Science and Engineering, BUTEX.
7. Head, Department of Yarn Engineering / Department of Textile Machinery Design and Maintenance, BUTEX.
8. Controller, Office of the Controller of Examinations, BUTEX.
9. Deputy Director, Office of the Finance & Accounts, BUTEX.
10. Mr. Anupom Mondol, Assistant Professor, Department of Textile Machinery Design and Maintenance, BUTEX.
11. Mr. Tarik Reza Toha, Lecturer, Department of Textile Machinery Design and Maintenance, BUTEX.
12. Susmita Saha, Lecturer, Department of Yarn Engineering, BUTEX.
13. Programmer (With a request to publish the office order at BUTEX website), BUTEX.
14. PS to VC, VC Office (for honorable VC's kind information), BUTEX.
15. Immigration Officer, Hazrat Shahjalal International Airport, Kurmitola. Dhaka.
16. Personal/Relevant file.

(Itemony)

Assistant Registrar (HR)