



Memo No. BUTEX/Admin-151/2<sup>nd</sup> Part/2024/

Date: 16/07/2024

**OFFICE ORDER**

As per recommendation of the study leave grant committee and approved by the Syndicate [vide it's meeting no- 84, dated: 27/06/2024] 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 PhD Program as mentioned below:

SL	Name & Designation	Program, Institute & Country	Duration of Leave
01.	Mr. Md Rubel Khan Assistant Professor Department of Yarn Engineering.	PhD Indian Institute of Technology, Delhi, India.	01 (One) year from 16 July 2024 to 15 July 2025

**Terms and conditions of study leave:**

1. His 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 Indian Institute of Technology, Delhi, India. Bangladesh University of Textiles or the Govt. of the People's Republic of Bangladesh will have no financial obligations in this regard;
5. He will return home after study leave and report at once to the Registrar along with course leaving certificate through proper channel. He 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-37.00.0000.080.08.001.21-149, date:16/07/2024, his released will be effective on 16 July, 2024 (afternoon).

*Sd/-*  
**(Kabari Majumder)**  
Registrar  
Phone: 02-48112442.

Memo No. BUTEX/Admin-151/2<sup>nd</sup> Part/2024/629

Date: 16/07/2024

**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.

*Sbe*

রেজিস্ট্রার কার্যালয়  
বাংলাদেশ টেক্সটাইল বিশ্ববিদ্যালয়  
তেজগাঁও, ঢাকা-১২০৮।  
ফোন নং: +৮৮০২-৪৮১১২৪৪২।  
Website: www.butex.edu.bd



Office of the Registrar  
Bangladesh University of Textiles  
Tejgaon, Dhaka-1208.  
Phone No: +8802-48-112442.  
E-mail : registrar@butex.edu.bd

5. Director General, Immigration and Passport, Govt. of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Textile Engineering, BUTEX.
7. Head, Department of Yarn Engineering, BUTEX.
8. In-Charge, ICT Cell (With a request to publish the office order at BUTEX website), BUTEX.
9. Controller (Current Charge), Office of the Controller of Examinations, BUTEX.
10. Deputy Director, Office of the Finance & Accounts, BUTEX.
11. Mr. Md Rubel Khan, Assistant Professor, Department of Yarn Engineering, BUTEX.
12. PS to VC, VC Office (for honorable VC's kind information), BUTEX.
13. Immigration Officer, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
14. Personal/Relevant file.

*Itemony*  
16.07.2024  
(Itemony)  
Assistant Registrar (HR)