

Ref. No. JKKNIU/ESTABLISHMENT/P-715/12/ 3928

Date: 16.10.2025

Mr. Shajada Ahsan Habib  
Associate Professor  
Department of Public Administration & Governance Studies  
Jatiya Kabi Kazi Nazrul Islam University (JKKNIU)  
Trishal, Mymensingh.

Sub: Granting Study Leave at 1<sup>st</sup> phase.

In response to your application and according to the decision of 73<sup>rd</sup> meeting of the Committee regarding Study Leave, you have been given Study Leave as per Leave Rules of this University for the completion of Ph.D program at University Malaya, Malaysia with full average pay subject to approval by the next Academic Council and Syndicate under the following terms and conditions.

Terms and Conditions:

1. This University will not bear any financial cost for the completion of the above-mentioned program
2. After the completion of your afore-mentioned program, you have to join this University.
3. You have been granted one year study leave effective from 23.09.2025 to 22.09.2026 at the 1<sup>st</sup> phase. It can be extended (if necessary) as per Leave Rules of this University on average pay subject to submission a satisfactory annual progress report each term by respective authority through proper channel.
4. You shall have to execute a bond of service attested by a 1<sup>st</sup> class Magistrate or Notary Public. After the completion of the above mentioned program, you shall have to serve this University for the entire period of above mentioned study leave, otherwise you have to pay back to the University the entire amount of salaries and allowances (with 10% interest) drawn by you from Jatiya Kabi Nazrul Islam University during the period of study leave mentioned above.
5. Before leaving University, you have to submit Photocopies of Passport, Visa, Air Ticket and original copy of Bond.

By the Approval of Vice-Chancellor,



(Professor Dr. Md. Mijanur Rahman)  
Registrar (In-Charge)  
Jatiya Kabi Kazi Nazrul Islam University  
Trishal, Mymensingh, Bangladesh.