

# Office of the Registrar

Jatiya Kabi Kazi Nazrul Islam University

Trishal, Mymensingh-2224, Bangladesh

Phone: 02-996676404, PABX: 210



রেজিস্ট্রারের কার্যালয়

জাতীয় কবি কাজী নজরুল ইসলাম বিশ্ববিদ্যালয়

ত্রিশাল, ময়মনসিংহ-২২২৪, বাংলাদেশ

ফোন: ০২-৯৯৬৬৭৬৪০৪, PABX: ২১০

Ref. No. JKNIU/ESTABLISHMENT/P-1125/16/3091

Date: 28.08.2025

Mr. Mohammad Milon

Associate Professor

Department of Human Resource Management.

Jatiya Kabi Kazi Nazrul Islam University (JKNIU)

Trishal, Mymensingh.

Replaced to the same Ref and date

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

In response to your application and according to the decision of 72<sup>th</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 Beijing Institute of Technology (BIT). China 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 01.09.2025 to 31.08.2026 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.

Copy forwarded for information and necessary action to (Not according to seniority):

01. Treasurer, JKNIU, Trishal, Mymensingh.
02. Dean, Faculty of Business Administration, JKNIU, Trishal, Mymensingh.
03. Head of the Department of F&B, JKNIU, Trishal, Mymensingh
04. Controller of Examinations (In-Charge), JKNIU, Trishal, Mymensingh
05. Director (Finance & Accounts), JKNIU, Trishal, Mymensingh
06. Deputy Registrar (Academic). Registrar office, (For reporting to the next Academic Council), JKNIU
07. Assistant Director (Finance & Accounts), PS to VC (For kind information to honorable Vice-Chancellor), JKNIU, Trishal, Mymensingh.
08. Deputy Registrar (Law), Registrar office, (For reporting to the next syndicate), JKNIU, Trishal, Mymensingh
09. Leave section, JKNIU, Trishal, Mymensingh
10. Personal File/ Record file.

28.08.2025

(Afruza Sultana)

Deputy-Registrar (Establishment)

Registrar Office, JKNIU, Trishal, Mymensingh.

E-mail : registrar@jkniu.edu.bd | jkniuregistrar@gmail.com | Web: www.jkniu.edu.bd