



# Ahsanullah University of Science and Technology

141-142, Love Road, Tejgaon I/A, Dhaka-1208

Date: .....

## **SURETY BOND** (Effective from 1<sup>st</sup> July 2018)

Name:.....

S/O or D/O:.....

Designation:..... Department/School.....

Present Residential Address:.....

.....

Permanent Address: .....

.....

I do hereby solemnly promise that I will rejoin the Ahsanullah University of Science and Technology (AUST) after completion of my study leave with pay (deferred) already granted to me by the University (as per rules for study leave appended in the over-leaf) for obtaining my Master/Ph D Degree, and I will serve the University at least for a period equal to that of study leave enjoyed by me. I know that the payment of deferred basic pay will be paid on monthly basis with my normal salary as per rules of AUST after rejoining the University. I also give assurance that if I fail to serve the AUST for the obligatory period of time, I will have no claim over the balance in my Contributory Provident Fund Account and that will be automatically forfeited in favour of AUST as well as the monetary benefit of study leave as per rules of the University, and simultaneously my service in the AUST will automatically be treated terminated by my side. I further agree to abide by rules and regulations imposed by the University in this regard in future.

### **Witnesses:**

1) \_\_\_\_\_  
Signature of Head of the Department/School

\_\_\_\_\_  
Signature of the teacher  
Tel. No. :  
e-mail :

2) \_\_\_\_\_  
(From near relatives of the teacher)

Name:

Father's Name:

\_\_\_\_\_  
Countersigned by the Treasurer

Witness's relation with the teacher:

Mailing Address:

Tel. No.:

e-mail:

Approved by the Vice-Chancellor

\_\_\_\_\_  
Registrar

P.T.O.

**RULES FOR STUDY LEAVE WITH SALARY**

- (a) Study leave may be granted to the Faculty Members for doing master and/or Ph.D. degree.
- (b) To be eligible for getting study leave, the faculty member must provide at least two years' active services as faculty member in AUST.
- (c) At the time of taking release order, the Faculty Member has to give a bond to AUST stating that he/she will return immediately after completing successfully her/his approved course of study and serve until a period equal to the approved period of study leave.
- (d) For any Master Degree course, maximum 2 (two) years study leave may be granted with full basic pay. On the other hand, for the Ph.D. program, maximum 4 (four) years study leave may be granted with full basic pay. If the faculty member needs more time to complete his/her study, he/she might be allowed to do so, but his/her extended study leave period will be treated as extra-ordinary leave without pay.
- (e) Study leave period with pay will be counted as active service.
- (f) The payment of deferred basic salary of study leave period will begin only after rejoining AUST and submission of copy of degree certificate earned and a copy of his/her thesis/dissertation for which leave was granted. The payment will continue month by month, until a period equal to the approved period of study leave is completed. The deferred salary will be paid as per rate of payment prevailed during his/her leave period. If salary is revised during that tenure, then the person will get revised rate of salary during that period. He/she will also get his/her regular monthly salary for his/her active service at AUST.
- (g) No leave will be granted for more than one year at a time, but may be renewed on the production of satisfactory report of progress of work by an authority acknowledged by the University.
- (h) A faculty member must submit his/her application for study leave to the Vice-Chancellor through the Head of his/her Department. After receiving the application, the Head will convene a meeting of the Departmental Planning and Development (DP&D) Committee where the appropriateness of the course of studies vis-à-vis the requirements of the University will be ascertained and forward the application with their comment(s) to the Vice Chancellor for submission to the Syndicate for final decision.
- (i) If the faculty fails to complete successfully the approved program, the study leave will be converted into extra-ordinary leave without pay.
- (j) If needed and recommended by the respective Departmental Planning and Development (DP&D) Committee, extra-ordinary leave may be granted by the Syndicate for one more year after the expiry of the entitled study leave, which will be unpaid, and will not be counted as active service, but will keep the lien of the employee with AUST.
- (k) After a study period (with or without subsequent extra-ordinary leave period) a faculty member will initially join in her/his post he/she held while going for study leave from AUST and draw her/his previous salary. The faculty will not receive any annual increment during the study leave period.
- (l) These rules shall be effective for those faculty members who will take study leave from 1<sup>st</sup> July 2018 and onward.

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Being fully aware of these Rules I have signed the **SURETY BOND** of AUST

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Signature of the Teacher