



Record No. CVASU /Reg./P-460/2016/ 1566

Date: 25/08/2025

**OFFICE ORDER**

**DR. Sazeda Akter**, Associate Professor, Department of Medicine and Surgery, Faculty of Veterinary Medicine, Chattogram Veterinary and Animal Sciences University (CVASU), Chattogram, Bangladesh has been granted study leave on full average pay 1(one) year with effect from 27/08/2025 to 26/08/2026 to attend the PhD Program at the University of Wisconsin-Madison, USA as per current revised Leave Rules 2013 (approved by 51<sup>st</sup> Syndicate dated 22/06/2022) of this University under the following terms and conditions:

**Terms and conditions:**

- (1) She will draw her pay and allowance as per leave rules.
  - (2) She will not get any salary in foreign currency.
  - (3) She will not be allowed to stay abroad more than the permitted period.
  - (4) She is required to send her academic progress report through her supervisor after every semester/year.
  - (5) This granted leave may be extended subsequently on the basis of her academic progress report as per existing/Revised leave rules.
  - (6) She cannot change her registration/university/course of study without prior permission from this university authority.
  - (7) After successful completion of her degree, she should have to return immediately to the university and will resume the teaching.
  - (8) She will have to submit a report within seven days after returning from USA.
  - (9) She is required to send her overseas contact address including e-mail & telephone number.
  - (10) There is no financial involvement of this University and Government of Bangladesh for her journey/PhD course and all cost will be borne by the authority of the University of Wisconsin-Madison, USA or herself.
  - (11) If there is further amendment in the present clause 30 of Leave Rules 2013 (Amended) it will be applicable for her.
2. This order is issued as per recommendation of Planning Committee, Department of Medicine and Surgery, Faculty of Veterinary Medicine. Moreover this order is issued in pursuance of order no. 37.00.0000.000.079.08.0153.07.54 Dated: 21/08/2025, Ministry of Education, Government of the People's Republic of Bangladesh.

By the approval of the authority,

*Mirza Faruk Imam*  
(Mirza Faruk Imam) 25.08.25  
Registrar

**Copy forwarded for information and necessary action to:**

(Not according to seniority)

- 1-2. The Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka/Ministry of Education, Bangladesh Secretariat, Dhaka, Bangladesh.
3. H.E. the Ambassador, Embassy of USA, Dhaka, Bangladesh.
4. H.E. the Ambassador, Embassy of Bangladesh, USA.
5. Treasurer, CVASU.
6. Dean/Head/ Director, ....., CVASU.
7. Director General, Department of Immigration and Passport, Dhaka, Bangladesh.
8. Director, Shah Amanat (Rah) International Airport, Chattogram/Shahjalal (Rah) International Airport, Dhaka, Bangladesh.
9. Controller of Foreign Exchange Control Department, Bangladesh Bank, Dhaka, Bangladesh.
10. Director, Department of Immigration and Passport, Chattogram, Bangladesh.
11. Director, ICT Cell, CVASU.
12. DR. Sazeda Akter, Associate Professor, Department of Medicine and Surgery, CVASU.
13. PS to VC, CVASU.
14. File/Master file.