



Ref . No. Reg / 06(337)

**Office Order**

The University authority is pleased to grant 1 (One) day (19/12/2024) earned leave, affixing Weekly holidays form 20/12/2024 to 21/12/2024 and winter vacation from 22-12-2024 to 31-12-2024 to Mr. Ornob Roy Ranjan, Upper Division Assistant, Department of Oceanography, Shahjalal University of Science & Technology, Sylhet, Bangladesh in order to visit Thailand, Singapore and Malaysia during the following terms and conditions.

1. That no salary or portion thereof would be paid in foreign currency during his stay abroad.
2. That this University would not bear any expenses for his proposed visit.
3. That he would be bound to join the University after expiry of his leave.

*Sd./*  
Registrar (Incharge)

Ref . No. Reg / 06(337)/ 5 / 548

Date: 12.12.24

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

01. The Secretary, Ministry of Education, Bangladesh Secretariate, Dhaka-1000, Bangladesh.
02. Immigration Officer, Thiland High Commission, Dhaka, Bangladesh.
03. Immigration Officer, Singapore High Commission, Dhaka, Bangladesh.
04. Immigration Officer, Malaysian High Commission, Dhaka, Bangladesh.
05. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka. Bangladesh.
06. Head, Department of Oceanography, Shahjalal University of Science & echnology, Sylhet. Bangladesh.
07. Finance Director, Shahjalal University of Science & Technology, Sylhet. Bangladesh.
08. Secretary to Vice Chancellor, Shahjalal University of Science & Tęchnology, Sylhet. Bangladesh.
09. Secretary to Pro-Vice Chancellor, Shahjalal University of Science & Technology, Sylhet. Bangladesh.
10. Mr. Ornob Roy Ranjan, Upper Division Assistant, Department of Oceanography, Shahjalal University of Science & Technology, Sylhet. Bangladesh.
11. Personal File.

*[Signature]*  
Deputy Registrar

11.12.24