



Shahjalal University of Science and
Technology
Sylhet-3114, Bangladesh
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Record Number: 37.01.9101.158.60.231.20.452

Date: 11 Dec 2024

Office Order

The University authority is pleased to grant 06 (six) days earned leave from 01-01-2025 to 06-01-2025 affixing winter vacation and weekly holidays from 20/12/2024 to 31/12/2024 to Mr. Md Abdur Rahim, Senior Assistant (Maintanace), Office of the Computer & Information Centre, Shahjalal University of Science & Technology, Sylhet, Bangladesh in order to perform Holy Umrah in Saudi Arabia under the following terms and conditions:

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

11-12-2024
Sayed Salim Md Abdul Quadir
Registrar (In-charge)
01711156762
registrar@sust.edu

Record Number: 37.01.9101.158.60.231.20.452/1 (9)

Date: 11 Dec 2024

Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. The Secretary, Ministry of Education, Bangladesh Secretariate, Dhaka-1000, Bangladesh;
2. Immigration Officer, High commision of Soudi Arabia, Dhaka, Bangladesh;
3. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka. Bangladesh;
4. Director, Office of the Computer & Information Centre, Shahjalal University of Science & Technology, Sylhet. Bangladesh;
5. Director of Accounts, Accounts Office, Shahjalal University of Science and Technology;
6. Deputy Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and Technology;
7. PS to Pro-Vice Chancellor, Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology;
8. Mr. Md Abdur Rahim, Senior Assistant (Maintanace), Office of the Computer & Information Centre, Shahjalal University of Science & Technology, Sylhet. Bangladesh and

9. Personal File.



12-12-2024

A F M Miftaul Hoque
Deputy Registrar (Admin)