



Shahjalal University of Science and Technology
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General Branch
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Record Number: 37.01.9101.000.030.50.0336.06.727

Date: 02 Oct 2025

Office Order

The university authority is pleased to grant 15 (Fifteen) days recreation leave from 21/10/2025 to 04/11/2025 and 08 (Eight) days earned leave from 05/11/2025 to 12/11/2025 to Mr. Mohammad Atikur Rahman, Administrative Officer, office of the Registrar, Shahjalal University of Science and Technology, Sylhet, Bangladesh in order to perform the holy Umrah Hajj 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 his proposed visit.

02-10-2025

Sayed Salim Md Abdul Quadir

Registrar

01711468636

registrar@sust.edu

Record Number: 37.01.9101.000.030.50.0336.06.727/1 (9)

Date: 02 Oct 2025

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, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.;
3. Immigration Officer, Embassy of the Kingdom of Saudi Arabia, Dhaka, Bangladesh.;
4. Director of Accounts, Accounts Office, Shahjalal University of Science and Technology;
5. Additional Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and Technology;
6. Assistant Registrar (PS to Pro-VC), Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology;
- ✓ 7. Md. Moynul Hoque, Assistant Registrar, office of the Registrar, Shahjalal University of Science and Technology;
- ✓ 8. Mr. Mohammad Atikur Rahman, Administrative Officer, Office of the Registrar, Shahjalal University of Science and Technology and

9. Personal File, .



A handwritten signature in black ink, consisting of a stylized 'N' and 'A' followed by a long horizontal stroke.

07-10-2025

Nayeem Uddin Ahmed
Deputy Registrar