



Shahjalal University of Science and Technology
Sylhet-3114, Bangladesh
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Office of the Registrar
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Record Number: 37.01.9101.000.030.14.0101.01.472

Date: 21 Nov 2025

Office Order

The University authority is pleased to allow 14 (fourteen) days stay in abroad from 21-12-2025 to 03-01-2026 during winter vacation to Mr. Syed Towfiq Mahmood Hasan, Professor, Department of Business Administration, Shahjalal University of Science & Technology, Sylhet, Bangladesh and permit to visit tourist places in Sri Lanka and Thailand in purpose of his family affairs under the following terms and conditions:

that no salary or portion there of 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 visit.

21-11-2025

Sayed Salim Md Abdul Quadir

Registrar

01711468636

registrar@sust.edu

Record Number: 37.01.9101.000.030.14.0101.01.472/1 (10)

Date: 21 Nov 2025

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

1. The Secretary Ministry of Education, Bangladesh Secretariat, Dhaka-1000;
2. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh;
3. Immigration Officer, High Commission of Sri Lanka, Dhaka, Bangladesh;
4. Immigration Officer, Royal Thai Embassy, Dhaka, 18 & 20, Madani Avenue, Baridhara, Dhaka-1212 Bangladesh;
5. Head, Department of Business Administration, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
6. Mr. Syed Towfiq Mahmood Hasan, Professor, Department of Business Administration, Shahjalal

University of Science & Technology, Sylhet, Bangladesh.;

7. Director of Accounts, Shahjalal University of Science & Technology, Sylhet, Bangladesh;

8. Secretary to the Vice-Chancellor, Shahjalal University of Science & Technology, Sylhet, Bangladesh;

9. Mr. Md. Moynul Hoque, Assistant Registrar, Office of the Registrar, Shahjalal University of Science & Technology, Sylhet, Bangladesh, (For uploading the university web site) and

10. Personal File, ..



A handwritten signature in black ink, appearing to read 'Afrose Sultana', written over a light blue rectangular background.

23-11-2025

Afrose Sultana

Additional Registrar