



Shahjalal University of Science and Technology  
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Office of the Registrar  
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**Record Number:** 37.01.9101.000.030.14.0108.04.470

**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 Mrs. Sobhana Tanzima Atiq, Associate 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 her family affairs under the following terms and conditions:

that no salary or portion there of would be paid in foreign currency during her stay abroad.

that this University would not bear any expenses for her proposed visit.

that she would be bound to join the University after expiry of her visit.

21-11-2025

Sayed Salim Md Abdul Quadir

Registrar

01711468636

registrar@sust.edu

**Record Number:** 37.01.9101.000.030.14.0108.04.470/1 (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. Mrs. Sobhana Tanzima Atiq, Associate 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, enclosed in a rectangular box.

23-11-2025

Afrose Sultana

Additional Registrar