



Shahjalal University of Science and Technology
Sylhet-3114, Bangladesh
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General Branch
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Record Number: 37.01.9101.000.030.50.0294.17.703

Date: 09 Feb 2026

Office Order

The University authority is pleased to grant 10(Ten) days earned leave from 29-03-2026 to 07-04-2026 affixing Eid-ul Fitr vacation from 23/03/2026 to 28/03/2026 to Mrs. Rumana Fattah Chowdhury, Programmer, Office of the Computer and Information Centre, Shahjalal University of Science & Technology, Sylhet, Bangladesh to visit Saudi Arabia in order to perform Holy Umrah Hajj under the following terms and conditions:

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

09-02-2026

Sayed Salim Md Abdul Quadir
Registrar
Phone : 01711468636
E-mail : registrar@sust.edu

Record Number: 37.01.9101.000.030.50.0294.17.703/1 (10)

Date: 09 Feb 2026

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

1. Secretary, Ministry of Education, Bangladesh Secretariate, Dhaka-1000.,
;
2. Immigration Officer, Royal Embassy of Saudi Arabia, Dhaka, Bangladesh.,
;
3. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.,
;
4. Immigration Officer, M A G Osmani International Airport, Sylhet. Bangladesh.,
;

5. Director, Computer and Information Center, Shahjalal University of Science and Technology;
6. Director of Accounts (In-charge), Office of the Director of Accounts, Shahjalal University of Science and Technology;
7. Additional Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and Technology;
8. Mrs. Rumana Fattah Chowdhury, Programmer, Office of the Computer and Information Centre, Shahjalal University of Science & Technology, Sylhet. Bangladesh.,
rumana-cic@sust.edu;
9. Assistant Registrar, Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology and
- ✓ 10. Mr. Md. Moynul Hoque, Assistant Registrar, Office of the Registrar, Registrar, Shahjalal University of Science & Technology, Sylhet. Bangladesh (Requested to upload the office order on the official website)



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

10-02-2026

Nayeem Uddin Ahmed
Additional Registrar