



Shahjalal University of Science and  
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Establishment Teacher Branch-II  
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**Record Number:** 37.01.9101.000.030.32.0436.14.93

**Date:** 04 Mar 2025

### Office Order

The university authority is pleased to grant 18 (eighteen) days earned leave from 7 to 24 April 2025 to **Ms. Nusrat Jahan Koley**, Assistant Professor, Department of Geography and Environment, Shahjalal University of Science & Technology, Sylhet, Bangladesh in order to perform the Holly Umrah Hajj in Macca, The Kingdom of Saudi Arabia, under the following terms and conditions:

at 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.

That she would be bound to join the university after expiry of her leave.

04-03-2025

Sayed Salim Md Abdul Quadir

Registrar

01711468636

registrar@sust.edu

**Record Number:** 37.01.9101.000.030.32.0436.14.93/1 (10)

**Date:** 04 Mar 2025

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

1. The secretary, Ministry of Education, Bangladesh Secretariat, Dhaka-1000, Bangladesh;
2. Immigration Officer, Embassy of Saudi Arabia, Dhaka, Bangladesh;
3. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh;
4. Dean, School of Physical Sciences, Shahjalal University of Science and Technology;
5. Head, Department of Geography and Environment, Department of Geography and Environment, Shahjalal University of Science and Technology;
6. Director of Accounts, Accounts Office, Shahjalal University of Science and Technology;
7. Deputy Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and Technology;

8. Ms. Nusrat Jahan Koley, Assistant Professor, Department of Geography and Environment, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
9. Assistant Registrar, Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology and
10. Mr. Md. Moynul Hoque, Assistant Registrar,, Shahjalal University of Science & Technology, Sylhet, Bangladesh (Please upload to the website).



A handwritten signature in black ink, appearing to read 'Md. Nazmul Haque', written over a grey rectangular background.

04-03-2025

Md. Nazmul Haque  
Deputy Registrar