



Shahjalal University of Science and Technology
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Office of the Registrar
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Record Number: 37.01.9101.000.030.02.0652.23.302

Date: 04 Sep 2025

Office Order

The University authority is pleased to grant 03(three) days earned leave from 07-10-2025 to 09-10-2025 along with Durga puja vacation from 01-10-2025 to 06-10-2025 to **Ms. Adiba Rahman Bushra Chowdhury**, Lecturer, Department of Business Administration, Shahjalal University of Science & Technology, Sylhet, Bangladesh and permit to visit Thailand in purpose of her personal affairs under the following terms and conditions:

- 1.that no salary or portion there of 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 visit.

04-09-2025

Kalam Ahmad Chowdhury

Registrar (In charge)

01711468636

registrar@sust.edu

Record Number: 37.01.9101.000.030.02.0652.23.302/1 (9)

Date: 04 Sep 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, The Royal Thai Embassy, Dhaka, Bangladesh;
3. Immigration Officer, Hazrat Shahjalal (R:) International Airport, Dhaka, Bangladesh;
4. Head, Department of Business Administration, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
5. Director of Accounts, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
6. Secretary to the Vice-Chancellor, Shahjalal University of Science & Technology, Sylhet, Bangladesh;

7. Ms. Adiba Rahman Bushra Chowdhury, Lecturer, Department of Business Administration, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
8. Mr. Md Moynul Hoque, Assistant Registrar, Office of the Registrar, Shahjalal University of Science and Technology, Sylhet, Bangladesh, (For uploading university web site) and
9. Personal File, ..



A stylized handwritten signature in black ink, enclosed within a rectangular box.

04-09-2025

Afrose Sultana
Deputy-Registrar