



Shahjalal University of Science and Technology
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Establishment Teacher Branch-II
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Record Number: 37.01.9101.000.030.40.0518.04.448

Date: 23 Sep 2025

Office Order

The university authority is pleased to grant 15 (fifteen) days earned leave from 7 to 21 October 2025 along with Durga Puja Vacation on 6 October 2025 to **Professor Dr. Kausari Sultana**, Department of Mathematics, 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:

1. 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.

23-09-2025
Sayed Salim Md Abdul Quadir
Registrar
01711468636
registrar@sust.edu

Record Number: 37.01.9101.000.030.40.0518.04.448/1
(11)

Date: 23 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;
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 of Department, Department of Mathematics, Shahjalal University of Science and Technology;
6. Director of Accounts, Accounts Office, Shahjalal University of Science and Technology;
7. Professor Dr. Kausari Sultana, Department of Mathematics, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
8. Additional Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and

Technology;

9. Assistant Registrar, Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology;

10. Mr. Md. Moynul Houque, Assistant Registrar, Shahjalal University of Science & Technology, Sylhet, Bangladesh (please upload to the website). and

11. Personal file, (Professor Dr. Kausari Sultana, Department of Mathematics, Shahjalal University of Science & Technology, Sylhet, Bangladesh).



A handwritten signature in black ink, appearing to be 'Md. Nazmul Haque'.

23-09-2025
Md. Nazmul Haque
Additional Registrar