



Shahjalal University of Science and Technology
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Record Number: 37.01.9101.000.030.50.0071.95.941

Date: 03 Dec 2025

Office Order

The university authority is pleased to grant 15 (fifteen) days recreation leave from 04-01-2026 to 18-01-2026 and permit 16 (Sixteen) days stay in abroad during winter vacation and weekly holidays from 19-12-2025 to 03-01-2026 to Md. Selim Reza, Principal Instrument Engineer, Department of Physics, Shahjalal University of Science & Technology, Sylhet, Bangladesh in order to perform Holy Umrah Hajj in Saudi Arabia under the following terms and conditions:

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

03-12-2025

Sayed Salim Md Abdul Quadir

Registrar

01711468636

registrar@sust.edu

Record Number: 37.01.9101.000.030.50.0071.95.941/1 (10)

Date: 03 Dec 2025

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

1. The Secretary, Ministry of Education, Bangladesh Secretariate, Dhaka-1000, Bangladesh;
2. Immigration Officer, Embassy of the Kingdom 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. Head of Department, Department of Physics, Shahjalal University of Science and Technology;
6. 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. Md. Selim Reza, Principal Instrument Engineer, Department of Physics, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
9. Md. Moynul Hoque, Assistant Registrar, Office of the Registrar, Shahjalal University of Science and Technology, Sylhet (for uploading in the university website) and
10. Personal File.



03-12-2025

Nayeem Uddin Ahmed
Additional Registrar