



Shahjalal University of Science and Technology
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Record Number: 37.01.9101.000.030.50.0180.93.992

Date: 17 Dec 2025

Office Order

The University authority is pleased to grant 20 (Twenty) days earned leave from 20-01-2026 to 08-02-2026 to Mr. Mohd. Habibur Rahman, Assistant Registrar, Department of Chemical Engineering and Polymer Science, Shahjalal University of Science & Technology, Sylhet, Bangladesh to visit Saudi Arabia in order to perform Holy Umrah Hajj 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.

17-12-2025
Sayed Salim Md Abdul Quadir
Registrar
01711468636
registrar@sust.edu

Record Number: 37.01.9101.000.030.50.0180.93.992/1
(11)

Date: 17 Dec 2025

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. Head, Chemical Engineering and Polymer Science, Shahjalal University of Science and Technology, Sylhet, Bangladesh.;
6. Director of Accounts, Accounts Office, Shahjalal University of Science and Technology, Sylhet, Bangladesh.;
7. Additional Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and Technology, Sylhet, Bangladesh.;

8. Assistant Registrar, Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology, Sylhet, Bangladesh.;
9. Mr. Mohd. Habibur Rahman, Assistant Registrar, Department of Chemical Engineering and Polymer Science, Shahjalal University of Science & Technology, Sylhet. Bangladesh.;
- ✓ 10. Mr. Md. Moynul Hoque, Assistant Registrar, Office of the Registrar, Shahjalal University of Science & Technology, Sylhet. Bangladesh (Requested to upload the office order on the official website) and
11. Personal File., .



A handwritten signature in black ink, appearing to be 'Nayeem Uddin Ahmed', written over a circular stamp.

17-12-2025
Nayeem Uddin Ahmed
Additional Registrar