



Shahjalal University of Science and Technology
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Office of the Registrar
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Record Number: 37.01.9101.000.030.32.1100.25.360

Date: 18/12/2025

Office Order

The University authority is pleased to grant 4 (four) days earned leave from **4 to 7 January 2026** along with winter vacation from **24 December 2025 to 03 January 2026** to **Mr. Rafid Ahmed Chowdhury**, Lecturer, Department of Industrial & Production Engineering, Shahjalal University of Science and Technology, Sylhet, Bangladesh in order to perform the Holly Umrah Hajj in Macca, Kingdom of Saudia 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.

18-12-2025

Sayed Salim Md Abdul Quadir

Registrar

01711468636

registrar@sust.edu

Record Number: 37.01.9101.000.030.32.1100.25.360/1 (10)

Date: 18/12/2025

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 Applied Sciences and Technology, Shahjalal University of Science and Technology.;
5. Head of Department, Department of Industrial and Production Engineering, Shahjalal University of Science and Technology.;

6. Director of Accounts, Accounts Office, Shahjalal University of Science and Technology;
7. Additional Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and Technology;
8. Assistant Registrar, Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology;
9. Mr. Md. Moynul Hoque, Assistant Registrar, Shahjalal University of Science & Technology, Sylhet. and
10. Mr. Rafid Ahmed Chowdhury, Lecturer, Shahjalal University of Science & Technology, Sylhet, Bangladesh..



A handwritten signature in black ink, appearing to read 'Kalam Ahmad Chowdhury'.

18-12-2025

Kalam Ahmad Chowdhury
Additional Registrar