



Shahjalal University of Science and Technology
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Establishment Teacher Branch-II
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Record Number: 37.01.9101.000.030.40.0839.14.14

Date: 08 Jan 2026

Office Order

The university authority is pleased to grant **15 (fifteen) days recreation leave from 7 to 21 January 2026 to Sayma Sultana Chowdhury**, Assistant Professor, Institute of Information and Communication Technology (IICT), Shahjalal University of Science & Technology, Sylhet, Bangladesh in order to visit Malaysia 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.

A handwritten signature in black ink, appearing to read "Sayeedul Quddir".

08-01-2026

Sayed Salim Md Abdul Quadir

Registrar

01711468636

registrar@sust.edu

Record Number: 37.01.9101.000.030.40.0839.14.14/1 (10)

Date: 08 Jan 2026

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, High Commission of Malaysia, Dhaka, Bangladesh.;
3. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh;
4. Dean, School of Applied Sciences and Technology, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
5. Director, Institute of Information and Communication Technology (IICT), Shahjalal University of Science & Technology, Sylhet, Bangladesh;
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. Sayma Sultana Chowdhury, Assistant Professor, Institute of Information and Communication Technology (IICT), Shahjalal University of Science & Technology, Sylhet, Bangladesh.;
9. Assistant Registrar, Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology and
10. File (Sayma Sultana Chowdhury, Assistant Professor, Institute of Information and Communication Technology (IICT), Shahjalal University of Science & Technology, Sylhet, Bangladesh).



A handwritten signature in black ink, appearing to read 'Nazmul Haque', is positioned above the date.

08-01-2026

Md. Nazmul Haque
Additional Registrar