



Shahjalal University of Science and Technology  
Sylhet-3114, Bangladesh  
www.sust.edu | registrar@sust.edu  
General Branch  
+8802996632210

**Record Number:** 37.01.9101.000.030.33.0597.05.26

Date: 13 Jan 2026

**Office Order**

The university authority is pleased to grant 15 (Fifteen) days recreation leave from 28/01/2026 to 11/02/2026 to Mr. Syed Tofael Ahmed, Administrative Officer and APS to Pro-VC, office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology, Sylhet, Bangladesh in order to perform the holy Umrah Hajj in Saudi Arabia under the following terms and conditions:

that no salary or portion thereof would be paid in foreign currency during his stay abroad.  
that this university would not bear any expenses for his proposed visit.  
that he would be bound to join the university after his proposed visit.

13-01-2026

Sayed Salim Md Abdul Quadir  
Registrar  
01711468636  
registrar@sust.edu

**Record Number:** 37.01.9101.000.030.33.0597.05.26/1 (9)

Date: 13 Jan 2026

**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, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.;~~
3. Immigration Officer, Embassy of the Kingdom of Saudi Arabia, Dhaka, Bangladesh.;
4. Director of Accounts (in charge), Shahjalal University of Science and Technology;
5. Additional Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and Technology;
6. Assistant Registrar (PS to Pro-VC), Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology;
7. ~~Mr. Md. Moynul Hoque, Assistant Registrar, Office of the Registrar, Shahjalal University of Science and Technology, Sylhet, Bangladesh (Requested to upload the office order on the official website);~~
8. Mr Syed Tofael Ahmed, Administrative Officer (APS to Pro-VC), Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology and

9. Personal File, .



13-01-2026

Nayeem Uddin Ahmed  
Additional Registrar