



Shahjalal University of Science and Technology
Sylhet-3114, Bangladesh
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General Branch
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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, .



A handwritten signature in black ink, featuring a stylized 'N' and 'A' with a long horizontal stroke extending to the right.

13-01-2026

Nayeem Uddin Ahmed
Additional Registrar