

Ref . No. Reg:/05(27)/

### **Office Order**

The University authority is pleased to permit Mr. Md. Jaynal Islam Chowdhury, Chief Engineer of Shahjalal University of Science and Technology (SUST), Sylhet, Bangladesh to travel Greece in order to visit the manufacturer's factory and Corporate Office of KLEEMANN HELLASS S.A, Kilkiss Industrial Area, Greece for observing the manufacturing process and conducting the Pre-Shipment Inspection of the lifts order by Shahjalal University of Science and Technology, Sylhet, Bangladesh. The lifts are being supplied through Concept Elevators & Engineering Ltd. Bangladesh, the authorized distributor of KLEEMANN HELLASS S.A in Bangladesh. As per invitation letter the duration of the visit will be 04 (four) days from 25 March, 2026 to 28, March 2026 (or any nearer suitable date) including travel time.

Terms and Conditions of this office order-

- a) That no salary or portion thereof would be paid in foreign currency during his stay abroad.
- b) The University will have no financial involvement in this regards.
- c) All expenses related to the visit will be borne by the concerned companies as mentioned above.
- d) He would be treated as on duty during travel.
- e) He would be bound to join the University after expiry of his visit.

Sd/

(Kalam Ahmad Chowdhury)

Registrar (In charge)

Ref. No : Reg:/05(27)/ 5/567

Date : 23-02-2026

### **Copy forwarded for information and necessary action to:**

01. Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka-1000, Bangladesh.
02. Immigration Officer, Embassy of the Greece, Dhaka, Bangladesh.
03. Chief Engineer, Shahjalal University of Science and Technology, Sylhet, Bangladesh.
04. Director of Accounts (In charge), Shahjalal University of Science and Technology, Sylhet, Bangladesh
05. Mr. Md. Jaynal Islam Chowdhury, Chief Engineer, Shahjalal University of Science and Technology, Sylhet, Bangladesh.
06. Deputy Commercial Director, KLEEMANN HELLAS S.A, Kilkiss Industrial Area, PO Box 25, Post Code 61 100, Kilkis, Greece.
07. Chairman, Concept Elevators & Engineering Ltd., 656, Road-14, Baitul Aman Housing Society Mohammadpur, Adbor, Dhaka, Bangladesh.
08. PS to the Vice-Chancellor, Shahjalal University of Science and Technology, Sylhet, Bangladesh.
09. PS to the Pro-Vice-Chancellor, Shahjalal University of Science and Technology, Sylhet, Bangladesh.
10. File