



Shahjalal University of Science and Technology
Sylhet-3114, Bangladesh
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General Branch
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Record Number: 37.01.9101.000.030.60.0341.16.883

Date: 04 May 2026

Office Order

The university authority is pleased to grant 05 (five) days earn leave from 10-05-2026 to 14-05-2026 affixing weekly holidays from 08-05-2026 to 09-05-2026 to Mr. Mohammad Jakir Hossain (Passport No-A11377308), Senior Assistant Cum-computer Operator in the Department of Food Engineering and Tea Technology, Shahjalal University of Science & Technology, Sylhet, Bangladesh in order to visit Sri Lanka and Maldives 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.

04-05-2026

Sayed Salim Md Abdul Quadir
Registrar

Phone : 01711468636

E-mail : registrar@sust.edu

Record Number: 37.01.9101.000.030.60.0341.16.883/1 (12)

Date: 04 May 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, Sri Lanka High Commission, Dhaka, Bangladesh.
3. Immigration Officer, Maldives High Commission, Dhaka, Bangladesh.
4. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
5. Immigration Officer, M A G Osmani International Airport, Sylhet, Bangladesh.
6. Head, Department of Food Engineering & Tea Technology, Shahjalal University of Science and Technology, Sylhet, Bangladesh.
7. Director of Accounts (incharge), Shahjalal University of Science and Technology, Sylhet, Bangladesh..
8. Secretary to Vice Chancellor, Shahjalal University of Science and Technology, Sylhet, Bangladesh..

9. Secretary to Pro-Vice Chancellor, Shahjalal University of Science and Technology, Sylhet, Bangladesh..
10. Assistant Registrar (Academic), Registrar Office, SUST (Please take necessary action)).
11. Mr. Mohammad Jakir Hossain, Senior Assistant Cum-computer Operator, Department of Food Engineering and Tea Technology, SUST, Sylhet.
12. Personal File.



A rectangular box containing a handwritten signature in black ink, appearing to read 'M. F. Ahmed'.

04-05-2026

Mohammed Foysol Ahmed
Additional Registrar