



Ref. No. Regi:/05(236)/5/760

Date: 26/04/2026

**Office Order**

The university authority is pleased to grant 39 (Thirty Nine) days earned leave from 07/06/2026 to 15/07/2026 affixing weekly holidays, Summer vacation, Buddha Purnima and Eid-ul-Azha vacation from 15/05/2026 to 06/06/2026 to Mr. Mohammed Ashraful Haque, Administrative Officer, Department of English, Shahjalal University of Science and Technology, Sylhet, Bangladesh in order to perform the holy Hajj in Saudi Arabia 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 his proposed visit.

Sd/-

Sayed Salim Md. Abdul Quadir  
Registrar

Ref. No. Regi:/05(236)/

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

01. The Secretary, Ministry of Education, Bangladesh Secretariate, Dhaka-1000, Bangladesh.
02. Immigration Officer, MAG Osmani International Airport, Sylhet, Bangladesh.
03. Immigration Officer, Embassy of the Kingdom of Saudi Arabia, Dhaka, Bangladesh.
04. Head of the Department, Department of English, Shahjalal University of Science & Technology, Sylhet, Bangladesh.
05. Director of Accounts, Shahjalal University of Science & Technology, Sylhet, Bangladesh.
06. Secretary to Vice Chancellor, Shahjalal University of Science & Technology, Sylhet, Bangladesh
07. Secretary to Pro-Vice Chancellor, Shahjalal University of Science & Technology, Sylhet, Bangladesh
- ✓ 08. 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)
09. Mr. Mohammed Ashraful Haque, Administrative Officer, Department of English, Shahjalal University of Science and Technology, Sylhet, Bangladesh
10. Personal File.

*[Signature]*  
26.04.26  
Additional Registrar