



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

Record Number: 37.01.9101.158.50.250.05.454

Date: 12 Dec 2024

Office Order

The university authority is pleased to grant 15 (Fifteen) days recreation leave from 12/01/2025 to 26/01/2025 and 04 (Four) days earned leave from 27/01/2025 to 30/01/2025 to Mrs. Rowson Jahan, Administrative Officer, office of the Inspector of Colleges, Shahjalal University of Science and Technology, Sylhet, Bangladesh in order to visit 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 expiry of his leave.

12-12-2024

Sayed Salim Md Abdul Quadir

Registrar

01711156762

registrar@sust.edu

Record Number: 37.01.9101.158.50.250.05.454/1 (9)

Date: 12 Dec 2024

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, Saudi Arabia Embassy, Dhaka, Bangladesh;
4. Director of Accounts, Accounts Office, Shahjalal University of Science and Technology;
5. Inspector of College, Shahjalal University of Science and Technology;
6. PS to Vice Chancellor, Shahjalal University of Science and Technology;
7. PS to Pro-Vice Chancellor, Shahjalal University of Science and Technology;
8. Mst. Rowson Jahan, Administrative Officer, Office of the Inspector of Colleges, Shahjalal University of Science and Technology and
9. Personal File.