



Shahjalal University of Science and
Technology
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General Branch
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Record Number: 37.01.9101.000.030.60.0341.16.284

Date: 28 Apr 2025

Office Order

The University authority is pleased to grant 02 (two) days earn leave from 04-05-2025 to 05-05-2025 affixing May day and weekly holidays form 01-05-2025 to 03-05-2025 to Mr. Mohammad Jakir Hossain, Upper Division Assistant in the Department of Food Engineering and Tea Technology, Shahjalal University of Science & Technology, Sylhet, Bangladesh in order to visit Singapore the following terms and conditions:

1. That no salary or portion thereof would be paid in foreign currency duringhis 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.

28-04-2025

Sayed Salim Md Abdul Quadir

Registrar (In-charge)

01711468636

registrar@sust.edu

Record Number: 37.01.9101.000.030.60.0341.16.284/1 (10)

Date: 28 Apr 2025

Copy for Kind Information and Necessary Action (Not In the order of seniority):

1. The Secretary, Ministry of Education, Bangladesh Secretareate, Dhaka-1000, Bangladesh;
2. Immigration Officer, Singapore High Commission, Dhaka, Bangladesh;
3. Immigration Officer, Shahjalal International Airport, Dhaka, Bangladesh;
4. Immigration Officer, M A G Osmani International Airport, Sylhet, Bangladesh;
5. Head, Depertment of Food Engineering & Tea Technology, Shahjalal University of Science and Technology, Sylhet, Bangladesh;
6. Director of Accounts, Shahjalal University of Science and Technology, Sylhet, Bangladesh.;
7. Secretary to Vice Chancellor, Shahjalal University of Science and Technology, Sylhet, Bangladesh.;
8. Secretary to Pro-Vice Chancellor, Shahjalal University of Science and Technology, Sylhet, Bangladesh.;
9. Mr. Mohammad Jakir Hossain, Upper Division Assistant, Department of Food Engineering & Tea

Technology, Shahjalal University of Science and Technology, Sylhet, Bangladesh and
10. File, .



29-04-2025

A F M Miftaul Hoque
Deputy Registrar (Admin)