



Ref. Reg. 04(505)/

**Office Order**

The University authority is pleased to grant 8(Eight) days duty leave from 08-07-2025 to 15-07-2025 to Mr. Sayeef Ahmed, Associate Professor, Department of English Shahjalal University of Science & Technology, Sylhet, Bangladesh and permit to visit Hong Kong in order to participate in international Conference of Asia TEFL 2025 as a speaker/presenter at the Education University of Hong Kong, 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 and visit.
4. He has to submit one hard copy of the presented paper to the office of the honorable Vice Chancellor, SUST, Sylhet.

This office order is being issued by the approval of the proper authority.

Registrar (in charge)

Ref. No. Reg. /04(505)/5/366/5/692

Date: 29.6.25

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

01. The Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka-1000.
02. Immigration Officer, Embassy of Hong Kong, Dhaka, Bangladesh.
03. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
04. Head, Department of English, Shahjalal University of Science & Technology, Sylhet, Bangladesh.
05. Director of Accounts, Shahjalal University of Science & Technology, Sylhet, Bangladesh
06. Mr. Sayeef Ahmed, Associate Professor, Department of English, Shahjalal University of Science & Technology, Sylhet, Bangladesh.
07. Secretary to Vice-Chancellor, Shahjalal University of Science & Technology, Sylhet, Bangladesh.
08. Secretary to Pro-Vice Chancellor, Shahjalal University of Science & echnology, Sylhet, Bangladesh.
- ✓ 09. Mr. Md. Moynul Hoque, Assistant Registrar, Registrar office, SUST( For Uploading In University website).
10. Personal File.

29/06/2025