



Ref. No. Reg. /04(873)

**Office Order**

The University authority is pleased to grant 15(fifteen) days recreation leave from 24/08/2025 to 07/09/2025 to **Mr. Md. Hammadul Hoque**, Assistant Professor, Department of Genetic Engineering and Biotechnology, Shahjalal University of Science & Technology, Sylhet, Bangladesh and permit to visit Saudi Arabia to perform Holy Umrah along with weekly holidays from 22/08/2025 to 07/09/2025 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.

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

(Kalam Ahmad Chowdhury)  
Registrar (in charge)  
Phone: 02996632210  
E-mail: registrar@sust.edu

Ref. No. Reg. /04(873)/ 5/868

Date: 29.7.25

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

01. The Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka-1000, Bangladesh.
02. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
03. Immigration Officer, Embassy of Saudi Arabia in Dhaka, Bangladesh.
04. Head, Department of Genetic Engineering and Biotechnology, Shahjalal University of Science & Technology, Sylhet, Bangladesh.
05. Director of Accounts, Shahjalal University of Science & Technology, Sylhet, Bangladesh.
06. **Mr. Md. Hammadul Hoque**, Assistant Professor, Department of Genetic Engineering and Biotechnology, 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 & Technology, Sylhet, Bangladesh.
09. **Mr. Md. Moynul Hoque**, Assistant Registrar, Registrar office, SUST (For Uploading in University website).
10. Personal File.

*Handwritten signature and date: 28/07/2025*