



# SOUTHEAST UNIVERSITY

251/A & 252, Tejgaon I/A Dhaka-1208

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Ref: SEU/HR/Office Order /231/2021

Date: 03.06.2021

## **OFFICE ORDER**

### **Subject: New Office Timing**

In accordance with the approval of the University Management, all Academic and Non Academic Heads are hereby informed as follows:

1. All Academic and Non Academic Offices of SEU will remain open 5 days a week. New office timing will be from 10:00 a.m. to 05:00 p.m. until further order.
2. Admission office will remain open all 7 days a week except Government Holidays.
3. All Academic and Administrative Heads will attend office minimum 3 days (Sunday, Tuesday and Thursday mandatory) a week.
4. All Administrative officers and employees of all Administrative Departments will attend office minimum 3 days a week to be distributed over 5 days as detailed by Dept. Heads.
5. All Program Coordinators and staffs of all Academic Departments will attend office 3 days a week to be distributed over 5 days as detailed by the concerned Dept. Heads.
6. All faculty members will attend office at least one day every week as detailed by Dept. Chair.
7. This order will be effective from 06 June 2021 until further order.

**Maj Gen Kazi Fakhruddin Ahmed, SPP, psc (Retd)**  
Registrar