



SOUTHEAST UNIVERSITY

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Ref: SEU/OFO/HR/621/2024

Date: 30.07.2024

NOTICE

Subject: Office Timing

In accordance with the approval of University Authority all concerned are hereby informed as follows:

Office timing will be from 09:00 a.m. to 05:00 p.m. with effect from 31.07.2024 until further order.

All Academic Chairs, Directors and Heads of Non-Academic Departments are requested to inform the above office timing to all their officials.

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

Copy for Action:

1. All Deans
2. All Academic Heads
3. All Non-Academic Heads

Copy for Information:

1. Additional Registrar
2. Director Operations, BoT, SEUT
3. Secretary, BoT, SEUT
4. Director (Additional Charge), IT (To circulate to all via e-mail and upload in website Notice Board)
5. PA to Vice Chancellor
6. PA to Registrar
7. Office file