



SOUTHEAST UNIVERSITY

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

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Ref: SEU/HR/Office Order /123/2022

Date: 16.03.2022

OFFICE ORDER

Subject: New Office Timing, Department of Admission and Promotion

In accordance with the approval of the University Management, all concerned are hereby informed that Department of Admission and Promotion will remain open all 07 days a week except Government Holidays on the following manner with immediate effect:

1. **Sunday through Thursday: 10:00 a.m. to 08:00 p.m.**
2. **Friday and Saturday: 10:00 a.m. to 05:00 p.m.**

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

For Action:

Officer-in Charge, Department of Admission and Promotion

For Information:

1. All Deans
2. All Academic Chairs and Directors
3. All Heads of Non-Academic Departments
4. Chief Coordinator, BoT, SEUT and Deputy Registrar (Admin)
5. Secretary, BoT, SEUT
6. Director (Current Charge), IT (Publish in SEU Website and circulate to all concerned via e-mail)
7. PS to Honorable Representative of the BoT, SEUT and Assistant Registrar (HR)
8. PA to Hon'ble Vice Chancellor
9. PA to Hon'ble Adviser, BoT
10. PA to Registrar
11. Security Officer
12. Front Desk Office
13. Office file