



SOUTHEAST UNIVERSITY

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

Tel:8878502, 8878497, 55034125-28, 55034135, Fax: 880-2-55034109, E-mail: info@seu.edu.bd

Ref: SEU/HR/Office Order /227/2022

Date: 06.06.2022

OFFICE ORDER

Subject: Office Attendance Faculty Members

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

All faculty members will attend office all five days in a week to be decided by Dept. Chair. Office timing will be from 10:00 a.m. to 05:00 p.m.

Punch in with ID Card is mandatory while coming to and leaving office.

This order will remain effective from 12 June 2022 till further order.

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