



SOUTHEAST UNIVERSITY

House No. 64, Road No. 18, Block-B, Banani, Dhaka-1213

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Ref: SEU/HR/Office Order /277/2021

Date: 30.06.2021

OFFICE ORDER

Subject: Office Functioning During Government Lockdown Period

As directed by the Government of the People's Republic of Bangladesh and approved by the University Management all Academic and Non Academic Heads are hereby informed as follows:

1. Officers and Employee of SEU will not attend office physically during the Government Lockdown period from 01.07.2021 to 07.07.2021.
2. All will remain present in the station (Dhaka) and will perform official duties online.
3. However, on emergency required officers and employees will be asked to attend office physically.
4. Academic Departments will conduct online classes of Summer 2021 Semester from 04.07.2021 as per schedule.

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

For Action:

1. All Deans
2. All Academic Chairs and Directors
3. All Heads of Non-Academic Departments
4. Director (Current Charge), IT (Publish in SEU Website)

For Information:

1. Chief Coordinator, SEU Trust and Deputy Registrar (Admin)
2. Secretary (Current Charge), BOT, SEUT
3. PS to Honorable Representative of the BOT, SEUT and Assistant Registrar (HR)
4. PA to Hon'ble Vice Chancellor
5. PA to Hon'ble Adviser, BOT
6. PA to Registrar
7. Security Officer
8. Transport Officer
9. Front Desk Office
10. Office file