



Ref :

Date : 31/10/2017

BAUST/Admin-01 (Part-5)/2015/3143

Office Order

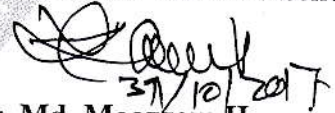
1. This is notified for the information of all concerned that the Office time of BAUST is scheduled as per following:

Season	Administrative Staff	Teachers & Academic Staff (Including Students)
Winter (1 st November to 28 th February)	8:30 AM to 4:30 PM	8:00 AM to 4:00 PM/5:00 PM (depends on class timing)
Summer (1 st March to 31 st October)	8:00 AM to 4:00 PM	8:00 AM to 4:00 PM/5:00 PM (depends on class timing)

2. Furthermore, all the employees are instructed to complete the assignment (if any) beyond the above mentioned time.

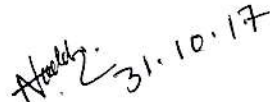
All concerned are advised to follow the office time properly.

By order of the Vice Chancellor


31/10/2017
Dr. Md. Moazzom Hossain
Registrar

Copy to:

01. All Dean/ Office Heads (With a request to inform all concerned officers & staff), BAUST.
02. All Head of the Departments, BAUST (with a request to inform all concerned Students, Teachers & Academic Staff).
03. All Hall Provost (With a request to inform all residential students & hall staff).
04. APS to VC, BAUST.
05. IT Officer (with a request to publish in the website).
06. All Notice Boards, BAUST.
07. Office Copy/Master Copy.


31.10.17
Nasir Uddin
Assistant Registrar