



Bangladesh University of Business and Technology (BUBT)

Committed to Academic Excellence

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Urgent Notice on Submission of Leave Applications (for the faculty members, officers and staff of BUBT)

This is to inform all the concerned that the monthly salaries are processed based on the attendance from the 26th day of the current month to the 25th day of the following month. Therefore, any leave application must be submitted through the proper channel by the 25th day of each month, as attendance is recorded on that date.

Failure to submit a leave application in time will be treated as unauthorized absence, and the salary will be adjusted accordingly.

In this regard, all concerned are requested/advised to adhere strictly to this directive.

Dr. Md. Harun-or-Rashid
24.06.2025

(Dr. Md. Harun-or-Rashid)

Registrar

BUBT

Copy for information/necessary action to (not based on seniority):

1. P.S. to the Vice Chancellor
2. P.A. to Advisor
3. Treasurer
4. Deans of all Faculties
5. Director, IQAC-BUBT and BRIC
6. Director, MBA & EMBA Programs
7. Director, CGCIA-BUBT
8. Controller of Examinations
9. Chairmen of all Departments
10. All Faculty Members
11. All Officers and Staff
12. BUBT website
13. Notice Boards
14. Office copy