



Ref: BUFT/Reg./7.26/19/970

Office Memo

To : All Faculty Members, Officers & Staff.

From : Registrar's Office.

Date : 05 May 2019

Subject: Office Hours during the Month of Holy Ramadan.

During the Holy Month of Ramadan the office hours will be as follows:

9:00 am – 3.30 pm

Registrar

BUFT

Copy to:

1. PS to the Chairman, Trustee Board.
2. PS to VC.
3. PA to Pro-VC.
4. Treasurer (Designate)
5. All Deans.
6. DSW & Secretary of BOT.
7. Controller of Exam.
8. CFO.
9. Head of Logistics.
10. Director (P & D)
11. All Heads of the Departments/Director, BIFT.
12. Librarian.
13. Head (Acting) PRD.
14. Accounts.
15. IT Manager.
16. Asst. Manager (CCT).
17. Office Copy.