



Ref: BIST/Principal/New-Year/Notice-2025(01)136

Date: 01-01-2025

Notice

Subject: Greetings for New Year 2025 & follow BIST Code of Conduct.

Dear Concern,

Greetings from BGIFT Institute of Science & Technology (BIST). “**Happy New Year 2025**”
By the decision of BIST higher authority there will be some changes of office duty time during this winter. Every one requested to follow those code of conduct given below.

It will be active from 02-01-2025.

Code of Conduct:

1. **Office in time 9:30AM out time 4:30PM** (Staff Excluded, they will follow their regular schedule).
2. **Submit the Daily Task on daily basis** (Teacher & Officer only).
3. **Must follow the rules & regulations of BIST strictly.**
4. **Every office order will be issued from Registrar’s Office & all types of application will be received at Registrar’s office.**

Note: Special greetings from the Principal of BIST “*Happy New Year-2025*”

Best Regards,

MD. Deluwar Hosain
Principal, BIST

Copy: (Not based on seniority.)

1. Principal’s Office Copy;
2. Director’s Office Copy;
3. Accounts Department’s Copy;
4. Department’s Copy;
5. Project’s Office Copy;
6. Office Copy.