



শেরেবাংলা কৃষি বিশ্ববিদ্যালয়

Sher-e-Bangla Agricultural University

Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

Memo no. SAU/ Admin./A/O-28/2003-4588

Date: 12-10-2023

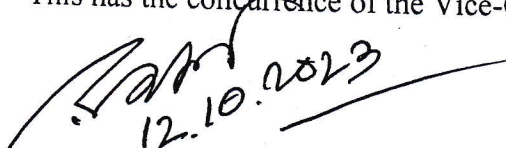
Office Order

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave to **Lubna Khanam**, Deputy Registrar, Department of Biotechnology, Sher-e-Bangla Agricultural University, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh for a period of 10 (ten) days, i.e. from 15 October, 2023 to 24 October, 2023 (15 October, 2023 to 19 October, 2023 Earned Leave with full pay and 20 October, 2023 to 24 October, 2023 station leave during the vacation Durga Puja) or 10 (ten) days from the actual date of travel to stay in India for his treatment purpose. Terms & condition for the travel are as follows:

Conditions:

- All expenses and charges related to this visit will be borne by herself and there will be no financial involvement of government of Bangladesh or University in this regard;
- She will draw her usual pay and allowances in local currency;
- After visit she will join her respective office.

This has the concurrence of the Vice-Chancellor of Sher-e-Bangla Agricultural University.


(Sheikh Rezaul Karim)

Registrar

Phone: 44814006 

Distributed to:

Lubna Khanam, Deputy Registrar, Department of Biotechnology, Sher-e-Bangla Agricultural University, Dhaka-1207.

Copy forwarded for information/necessary action to:

1. High Commission/Embassy of India, Dhaka, Bangladesh.
2. Bangladesh High Commission/Embassy of India.
3. Chairman, Department of Biotechnology, Sher-e-Bangla Agricultural University, Dhaka-1207.
4. Director (Finance & Accounts), SAU, Dhaka.
5. Director (ICC), SAU, Dhaka (for kind website upload).
6. Officer in Charge, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
7. Deputy Registrar (Admin)-A, SAU, Dhaka.
8. PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
9. PA to Pro-VC/Treasurer/Registrar, SAU, Dhaka (for Pro-VC/Treasurer/Registrar kind information).
10. Office copy/ Master copy.