



**শেরেবাংলা কৃষি বিশ্ববিদ্যালয়**  
**Sher-e-Bangla Agricultural University**  
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

Memo no. SAU/A/O-297/Admin./2006-6244

Date: 10-12-2023

**Office Order**

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave (Earned Leave with full pay) to **Taslima Begum**, Assistant Registrar, Finance & Accounts Section, SAU, Dhaka-1207, Bangladesh for a period of 15 (fifteen) days, i.e. from 10 December, 2023 to 24 December, 2023 or from the actual date of travel to stay in Kingdom of Saudi Arabia for the purpose of Holy Umrah Hajj. Terms & conditions 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.

*(Signature)*  
07.12.2023

(Sheikh Rezaul Karim)

Registrar

Phone: 02-44814006

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**Distributed to:**

**Taslima Begum**, Assistant Registrar, Finance & Accounts Section, SAU, Dhaka.

**Copy forwarded for information/necessary action to:**

- Director (Finance & Accounts/ ICT Cell), SAU, Dhaka.
- Director ( ICT Cell), SAU, Dhaka (for kind upload).
- High Commission/Embassy of Kingdom of Saudi Arabia, Dhaka, Bangladesh.
- Bangladesh High Commission/Embassy of Kingdom of Saudi Arabia.
- Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
- Deputy Registrar (Admin)-A, SAU, Dhaka.
- PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
- PA to Pro-VC/Registrar, SAU, Dhaka, (for Pro-VC/Registrar kind information).
- Office copy/Master copy.