



Sher-e-Bangla Agricultural University  
Sher-e-Bangla nagar, Dhaka 1207  
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Website: www.sau.edu.bd

Record Number: 37.01.2605.040.08.001.23.46

Date: 13 May 2024

### 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 **Dr. Khaleda Khatun**, Professor, Department of Horticulture, SAU, Dhaka-1207, Bangladesh for a period of 44 (fourty four) days, i.e. from 15 May, 2024 to 27 June, 2024 or from the date of departure to visit & stay in Saudi Arabia for Holy Omrah 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 the visit, she will join her respective office.

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

13-05-2024

Sheikh Rezaul Karim

Registrar

registrar@sau.edu.bd

#### **Distributed to:**

Dr. Khaleda Khatun, Professor, Department of Horticulture, SAU, Dhaka.

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

- Dean, Faculty of Agriculture, SAU, Dhaka;
- Chairman, Department of Horticulture, SAU, Dhaka;
- High Commission/Embassy of Saudi Arabia, Dhaka, Bangladesh;
- Bangladesh High Commission/Embassy of Saudi Arabia;
- Director (Finance & Accounts), SAU, Dhaka;
- ✓ Director (ICT Cell), SAU, Dhaka (for kind website upload);
- Controller of Examinations, SAU, Dhaka;
- Officer in-Charge, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh;
- Deputy Registrar (Admin.)-S, SAU, Dhaka;
- PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information);
- PA to Pro VC/Treasure/Registrar, SAU, Dhaka. (for kind information) and
- Office copy/Master copy.