



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

Memo no: SAU/Admin./A/O-188/2014- 3255

Date: 08-12-2024

Office Order

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh (Earned Leave with full pay) leave to **Himangshu Mondal**, Deputy Registrar, Office of the Dean, Faculty of Agriculture, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 30 (thirty) days, i.e. from 15 January, 2025 to 13 February, 2025 or 30 (thirty) days from the actual date of departure to stay & visit in Japan. Terms & conditions for the travel are as follows:

Conditions:

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

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

(Sheikh Rezaul Karim)

Registrar

Phone: +8802-44814006

Distributed to:

**Himangshu Mondal**, Deputy Registrar, Office of the Dean, Faculty of Agriculture, Sher-e-Bangla Agricultural University, Dhaka-1207.

Memo no: SAU/Admin./A/O-188/2014- 3255

Date: 08-12-2024

Copy forwarded for information/necessary action to :

- Dean, Faculty of Agriculture, SAU, Dhaka.
- High Commission/Embassy of Japan, Dhaka, Bangladesh.
- Bangladesh High Commission/Embassy of Japan .
- Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka, Bangladesh.
- Director (Finance & Accounts), SAU, Dhaka.
- ✓ Director ( ICT Cell), SAU, Dhaka (for kind upload).
- Officer in-Charge, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
- Deputy Registrar (Admin.)-2, SAU, Dhaka.
- PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information)
- PA/PS to Pro-VC/Treasurer, SAU, Dhaka. (for kind information).
- PA to Registrar, SAU, Dhaka (for kind information).
- Personal copy/Master copy.

Md. Monowarul Islam

Deputy Registrar (Higher Scale)

Admin & Establishment-02, SAU, Dhaka.