



Memo no: SAU/A/T-343/Admin./2019/ 704

Date: 05-03-2025

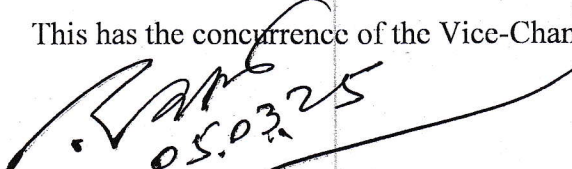
Office Order

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave (Earned Leave with full pay) to **Ziasmin**, Assistant professor, Department of Biotechnology, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 13 (thirteen) days, i.e. from 09 March 2025 to 21 March 2025 to visit in Saudi Arabia for 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 the 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: +8802-44814006
Email: registrar@sau.edu.bd

Distributed to:

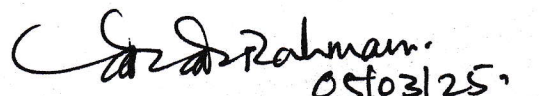
Ziasmin, Assistant professor, Department of Biotechnology, SAU, Dhaka-1207.

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Copy forwarded for information/necessary action to:

- High Commission/Embassy of Saudi Arabia, Dhaka, Bangladesh.
- Bangladesh High Commission/Embassy of Saudi Arabia.
- Chairman, Department of Biotechnology, SAU, Dhaka.
- Director (Finance & Accounts), SAU, Dhaka.
- Director (ICT Cell), SAU, Dhaka.
- Officer in-Charge, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
- Deputy Registrar (Admin & Establishment)-1, SAU, Dhaka.
- PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
- PA to Registrar, SAU, Dhaka, (for kind information).
- Office copy/Master copy.


Mehdee Mohay Men-Ur Rahman
Deputy Registrar
Admin & Establishment-1