



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

Memo no. SAU/Admin./A/O-28/2004/1580

Date: 20 -05-2025

**Office Order**

This is to notify that the Sher-e-Bangla Agricultural University has granted Ex-Bangladesh leave to **Lubna Khanam**, Deputy Director, Institute of Seed Technology, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 30 (Thirty) days, i.e. from 21 May 2025 to 19 June 2025 (21 May 2025 to 02 June 2025 rest & recreation leave and 03 June 2025 to 14 June 2025 permission to station leave during the vacation of holy Eid-ul-Azha and 15 June 2025 to 19 June 2025 earned leave with full pay) and permission to stay in Germany and Schengen Countries under the following terms and conditions:

**Conditions:**

- All expenses and charges related to this visit will be borne by herself and there will be no financial involvement of the government of Bangladesh or University in this regard.
- She will draw her usual salary 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: 02-44814006

**Distributed to:**

Lubna Khanam, Deputy Director, Institute of Seed Technology, SAU, Dhaka.

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

- Director (Institute of Seed Technology), SAU, Dhaka.
- High Commission /Embassy of Germany, Dhaka, Bangladesh.
- Bangladesh High Commission/Embassy of Germany.
- Director (Finance and Accounts), SAU, Dhaka.
- ✓ Director (ICT Cell), SAU, Dhaka (for kind website upload).
- Officer in-Charge, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
- Deputy Registrar (Admin. & Establishment)-2, SAU, Dhaka.
- PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
- PA/PS to Pro-VC/Treasurer/ Registrar, SAU, Dhaka, (for kind information).
- Office copy/Master copy.

Md. Monowarul Islam

Deputy Registrar (Higher Scale)

(Admin. & Establishment)-2