



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

Memo no. SAU/Admin./A/S-116/1996- 2924

Date: 25-09-2025

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 **Rahana Parvin**, Senior Lab Assistant, Department of Plant Pathology, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 22 (twenty two) days, i.e. from 25 September, 2025 to 16 October, 2025 to stay 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

Distributed to:

**Rahana Parvin**, Senior Lab Assistant, Department of Plant Pathology, Sher-e-Bangla Agricultural University, Dhaka-1207.

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Date 25-09-2025

Copy forwarded for information/necessary action to:

- The High Commission/Embassy of Saudi Arabia, Dhaka, Bangladesh.
- The Bangladesh High Commission/Embassy of Saudi Arabia.
- Chairman, Department of Plant Pathology, SAU, Dhaka.
- Director (Finance & Accounts), SAU, Dhaka-1207, Bangladesh.
- Director (ICT Cell), SAU, Dhaka-1207, Bangladesh (for kind website upload).
- Controller of Examinations, SAU, Dhaka.
- Deputy Registrar (Admin.)-2, SAU, Dhaka.
- Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
- 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.