



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

Memo no. SAU/Admin./A/O-272/2018/3711

Date: 11-12-2025

**Office Order**

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave (Rest and Recreation Leave) to **Md. Abul kalam Azad**, Assistant Store officer, Store Wing, SAU, Dhaka-1207, Bangladesh for a period of 15 (fifteen) days, effective from 18 December 2025 to 01 January 2026 or from the date of departure to stay in Saudi Arabia for Holy Umrah Hajj. Terms & conditions for the travel are as follows:

**Conditions:**

- d) 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;
- e) He will draw his usual pay and allowances in local currency;
- f) After the 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:**

Md. Abul kalam Azad, Assistant Store officer, Store Wing, SAU, Dhaka-1207.

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

1. Director (Finance & Accounts), SAU, Dhaka.
2. Director (ICT Cell), SAU, Dhaka (for kind website upload).
3. High Commission/Embassy of Saudi Arabia, Dhaka, Bangladesh.
4. Bangladesh High Commission/Embassy of Saudi Arabia.
5. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
6. Deputy Registrar (Admin. & Establishment)-2, SAU, Dhaka.
7. Deputy Registrar/PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
8. PA to VC/Pro-VC/Registrar, SAU, Dhaka (for kind information).
9. Office copy/ Master copy.