



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

Memo no. SAU/Admin./A/O-234/2007- 3731

Date: 14-12-2025

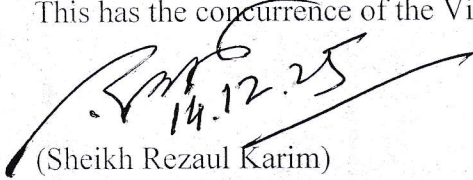
Office Order

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave (Rest and Recreation leave) to **Most. Aklima Khatun**, Assistant Director, Begum Sayedunnesa Hall, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 15 (fifteen) days, i.e. from 21 December, 2025 to 04 January, 2026 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:

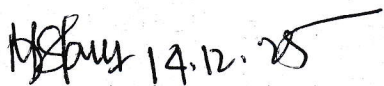
Most. Aklima Khatun, Assistant Director, Begum Sayedunnesa Hall, Sher-e-Bangla Agricultural University, SAU, Dhaka.

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Copy forwarded for information/necessary action to:

- The High Commission/Embassy of Saudi Arabia, Dhaka, Bangladesh.
- The Bangladesh High Commission/Embassy of Saudi Arabia.
- Provost, Begum Sayedunnesa Hall, SAU, Dhaka.
- ✓ Director (ICT Cell), SAU, Dhaka (for kind upload).
- Deputy Registrar (Admin.)-2, 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.


Md. Monowarul Islam
Deputy Registrar (Higher Scale)
Admin & Establishment-02, SAU, Dhaka