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

Memo no. SAU/Admin./A/O-10/2003- 2802 Date: 23 -11-2026

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 **Ismat Jahan Kadir**, Deputy Registrar, Admin. and Establishment Section, Office of the Registrar, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 05 (five) days, i.e. from 30 November, 2026 to 04 December, 2026 or 05 (five) days from the actual date of travel to stay in India for visiting the historical places. Terms & conditions for the travel are as follows:

Conditions:

a) 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 the University in this regard;
b) She will draw her usual pay and allowances in local currency;
c) After the visit, she will join her respective office.

This has the concurrence of the Vice-Chancellor of Sher-e-Bangla Agricultural University.

23/11/2026

(Md. Nazrul Islam)
Registrar (Current Charge)
Phone: +8802-44814006

Distributed to:

Ismat Jahan Kadir, Deputy Registrar, Admin. and Establishment Section of the Registrar, Sher-e-Bangla Agricultural University, Dhaka-1207.

Memo no. SAU/Admin./A/O-10/2003- 2802 Date: 23 -11-2026

Copy forwarded for information/necessary action to:

1. The High Commissioner, Indian High Commission, Dhaka, Bangladesh
2. The High Commissioner, Bangladesh High Commission, India
3. Director (Finance & Accounts), SAU, Dhaka-1207, Bangladesh.
4. Director (ICT Cell), SAU, Dhaka-1207, Bangladesh (for kind website upload).
5. Deputy Registrar (Admin.)-2, SAU, Dhaka.
6. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
7. PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
8. PA to Registrar, SAU, Dhaka (for kind information).
9. Office copy/Master copy.

23.11.26

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