



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

Memo no: SAU/Admin./A/T-202/2013- 263

Date: 16 -01-2023

Office Order

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has approved Ex-Bangladesh leave (permission to station leave) in favour of Fahima Khatun, Associate Professor, Department of Biotechnology, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for the purpose of Holy Omrah Hajj in Saudi Arabia from 21 January, 2023 to 27 January, 2023 or 07 (seven) days from the actual date of travel under the following terms & conditions:

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 visit she will join her respective office.

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

16.01.2023
(Sheikh Rezaul Karim)

Registrar

Phone: +8802-44814006

Distributed to:

Fahima Khatun, Associate Professor, Department of Biotechnology, SAU, Dhaka.

Copy forwarded for information/necessary action to:

1. Dean, Faculty of Agriculture, SAU, Dhaka.
2. Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka.
3. High Commission/Embassy of Saudi Arabia, Dhaka, Bangladesh.
4. Bangladesh High Commission/Embassy of Saudi Arabia.
5. Chairman, Department of Biotechnology, SAU, Dhaka.
6. Director (Finance & Accounts/ ICT Cell), SAU, Dhaka.
7. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
8. Deputy Registrar (Admin.)-S, SAU, Dhaka.
9. PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
10. PA to Registrar, SAU, Dhaka (for kind information).
11. Office copy/ Master copy.