



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

Memo no: SAU/Admin./A/O-94/2006- 1056

Date: 16 -03-2023

**Office Order**

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has approved Ex-Bangladesh leave (Earned Leave with full pay) in favour of Mohammed Lutfur Rahman, Deputy Chief Farm Superintendent, Farm Management Wing, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for 22 (twenty two) days from 19 March, 2023 to 09 April, 2023 to stay in The Kingdom of Saudi Arabia for Holy Umrah under the following terms & conditions:

**Conditions:**

- 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;
- He will draw his usual pay and allowances in local currency;
- After 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:**

Mohammed Lutfur Rahman, Deputy Chief Farm Superintendent, Farm Management Wing, SAU, Dhaka.

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

1. Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka.
2. High Commission/Embassy of The Kingdom of Saudi Arabia, Dhaka, Bangladesh.
3. Bangladesh High Commission/Embassy of The Kingdom of Saudi Arabia.
4. Director (Finance & Accounts), SAU, Dhaka.
5. Director (ICC), SAU, Dhaka (for kind website upload).
6. Chief Farm Superintendent, Farm Management Wing, SAU, Dhaka.
7. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
8. Deputy Registrar (Admin.)-A, 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.