



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

Memo no: SAU/Admin./A/O-130/2001- 4097

Date: ০৪-০৮-২০২৩

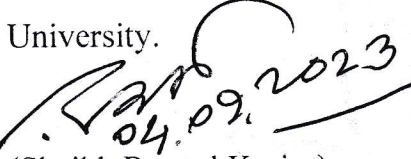
Office Order

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 **Mohammad Shah Jalal Khan**, Assistant Registrar, Admin and Establishment Section, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for the purpose of Holy Omrah in Saudi Arabia for a period of 16 (sixteen) days, i.e. from 17 September, 2023 to 02 October, 2023 or 16 (Sixteen) 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 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.


04.09.2023

(Sheikh Rezaul Karim)

Registrar

Phone: +8802-44814006

Distributed to:

Mohammad Shah Jalal Khan, Assistant Registrar, Admin and Establishment Section, SAU, Dhaka.

Copy forwarded for information/necessary action to:

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