



Sher-e-Bangla Agricultural University
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Website: www.sau.edu.bd

Record Number: 37.01.2605.040.08.002.23.54

Date: ২০ ডিসেম্বর ২০২৩ খ্রিষ্টাব্দ

Office Order

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave to **Lubna Khanam**, Deputy Registrar, Department of Biotechnology, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 08 (eight) days, i.e. from 27 December, 2023 to 03 January, 2024 (27-12-2023 to 28-12-2023 station leave during winter vacation, 29-12-2023 to 30-12-2023 station leave during weekly holidays and 31-12-2023 to 03-01-2024 earned leave with full pay) or 08 (eight) days from the actual date of travel to stay in India for her medical treatment purpose. Terms & condition 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 visit she will join her respective office.

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

২০-১২-২০২৩

Sheikh Rezaul Karim
Registrar
registrar@sau.edu.bd

Distributed to:

Lubna Khanam, Deputy Registrar, Department of Biotechnology, Sher-e-Bangla Agricultural University, Dhaka.

Record Number: 37.01.2605.040.08.002.23.54/1 (10)

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(Not in the order of

Copy for Kind Information and Necessary Actions seniority)

1. High Commission/Embassy of India, Dhaka, Bangladesh;
2. Bangladesh High Commission/Embassy of India;
3. Chairman, Department of Biotechnology, SAU, Dhaka;
4. Director (Finance & Accounts), SAU, Dhaka-1207, Bangladesh;
5. Director (ICC), SAU, Dhaka (for kind website upload);
6. Officer in Charge, Hazrat Shahjalal International Airport, Dhaka;
7. Deputy Registrar (Admin)-S, SAU, Dhaka;
8. PS to V.C (for kind information to VC), SAU, Dhaka;

9. PA to Pro-VC/Treasurer/ Registrar, SAU, Dhaka (for kind information to Pro-VC/Treasurer) and
10. Personal copy/ Master copy.



A handwritten signature in black ink, appearing to read 'Jarin'.

21-12-2023

Jarin Ferdous Anthony

Deputy Registrar