



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

Memo no. SAU/Admin./A/T-94/2003/৩৩৪১

Date: 16-11-2025

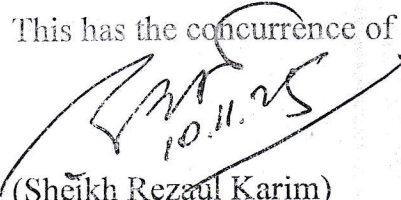
Office Order

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave (Earned leave with full pay) to **Professor Dr. Khaleda Khatun**, Horticulture Farm-In-charge, Horticulture Farm, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 13 (Thirteen) days, i.e. from 10 November 2025 to 22 November 2025 and permission to stay in Philippines & China for personal purpose under the following terms and conditions:

Conditions:

- 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 University in this regard.
- She will draw her usual salary and allowances in local currency.
- After the visit she will join her respective office.

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


(Sheikh Rezaul Karim)

Registrar

Phone: 02-44814006

Distributed to:

Professor Dr. Khaleda Khatun, Horticulture Farm-In-charge, Horticulture Farm, SAU, Dhaka.

Copy forwarded for information/necessary action to:

- Dean, Faculty of Agriculture, SAU, Dhaka.
- High Commission/Embassy of Philippines/China, Dhaka, Bangladesh.
- Bangladesh High Commission/Embassy of Philippines/China.
- Director (Finance and Accounts), SAU, Dhaka.
- Director (ICT Cell), SAU, Dhaka (for kind website upload).
- Officer in-Charge, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
- Deputy Registrar (Admin. & Establishment)-1, SAU, Dhaka.
- PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
- PA/PS to Pro-VC/Treasurer/ Registrar, SAU, Dhaka, (for kind information).
- Office copy/Master copy.