



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

Memo no. SAU/Admin./A/O-267/2018- 3626

Date: 02-12-2025

Office Order

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave (Rest and Recreation leave) to **Sadia Hossain Synthia**, Executive Engineer, (Electrical), Engineering Department Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 15 (fifteen) days, i.e. from 18 December, 2025 to 02 January, 2026 to stay in Saudi Arabia for Holy Umrah Hajj. Terms & conditions 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 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: +8802-44814006

Distributed to:

**Sadia Hossain Synthia**, Executive Engineer, (Electrical), Engineering Department, Sher-e-Bangla Agricultural University, Dhaka-1207.

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Copy forwarded for information/necessary action to:

- The High Commission/Embassy of Saudi Arabia, Dhaka, Bangladesh.
- The Bangladesh High Commission/Embassy of Saudi Arabia.
- Director (ICT Cell), SAU, Dhaka-1207, Bangladesh (for kind website upload).
- Chief Engineer, SAU, Dhaka-1207, Bangladesh.
- Deputy Registrar (Admin.)-2, SAU, Dhaka.
- Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
- PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
- PA to Registrar, SAU, Dhaka. (for kind information).
- Office copy/Master copy.

Md. Monowarul Islam

Deputy Registrar (Higher Scale)

Admin & Establishment-02, SAU, Dhaka