



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

Memo no. SAU/Admin./A/T-343/2019- ৩৭১০

Date: 11 -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 **Ziasmin**, Assistant Professor, Department of Biotechnology, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 15 (fifteen) days, effective from 14 December 2025 to 28 December 2025 to visit 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

Email: registrar@sau.edu.bd

Distributed to:

Ziasmin, Assistant Professor, Department of Biotechnology, SAU, Dhaka-1207.

Memo no. SAU/Admin./A/T-343/2019- ৩৭১০

Date: 11 -12-2025

Copy forwarded for information/necessary action to:

- High Commission/Embassy of Saudi Arabia, Dhaka, Bangladesh.
- Bangladesh High Commission/Embassy of Saudi Arabia.
- Chairman, Department of Biotechnology, SAU, Dhaka.
- Director (Finance & 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.
- Deputy Registrar/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.