



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

Memo no. SAU/Admin./A/O-10/2003- 2440

Date: 12-10-2026

Office Order

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave to **Ismat Jahan Kadir**, Deputy Registrar, Admin and Establishment Section, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 08 (Eight) days, i.e. from 16 October 2026 to 23 October 2026 (16 October 2026 to 17 October 2026 earned leave with full pay and 18 October 2026 to 22 October 2026 the vacation of Durga Puja & 23 October 2026 station leave) and permission to stay and visit the historical places in India under the following terms and conditions:

Conditions:

- The cost with local hospitality in India 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 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.


12/10/2026

(Md. Nazrul Islam)

Registrar (Current Charge)

Phone: 44814006

Distributed to:

Ismat Jahan Kadir, Deputy Registrar, Admin and Establishment Section, SAU.

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Date: 12-10-2026

Copy forwarded for information/necessary action to:

1. High Commission/Embassy of India, Dhaka, Bangladesh.
2. Bangladesh High Commission/Embassy of India.
3. Director (Finance and Accounts), SAU, Dhaka.
- ✓ 4. Director (ICT Cell), SAU, Dhaka (for kind website upload).
5. Officer in-Charge, Burimari/Agartala/Benapole/Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
6. Deputy Registrar (Admin. & Establishment)-2, SAU, Dhaka.
7. PS to VC, Office of the Vice Chancellor, SAU, Dhaka (for VC's kind information).
8. PA/PS to Pro-VC/Treasurer/ Registrar, SAU, Dhaka, (for kind information).
9. Office copy/Master copy.


12/10/26

(Md. Monowarul Islam)

Deputy Registrar (Higher Scale)

(Admin. & Establishment)-2