



Sher-e-Bangla Agricultural University  
Sher-e-Bangla nagar, Dhaka 1207  
Phone: +880244814020, Fax: +880244814003  
Website: www.sau.edu.bd  
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**Record Number:** 37.01.2605.000.040.08.0002.23.24

**Date:** 01 Oct 2026

### **Office Order**

This is to notify that the Sher-e-Bangla Agricultural University (SAU) has granted Ex-Bangladesh leave (Rest and Recreation leave) to **Suraiya Shahreen**, Depury Registrar, Office of the Dean, Post Graduate Studies, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh for a period of 12 (twelve) days, i.e. from 04 October, 2026 to 15 October 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.

01-10-2026

Md. Nazrul Islam

Registrar (Current duty)

E-mail : registrar@sau.edu.bd

**Record Number:** 37.01.2605.000.040.08.0002.23.24/1 (10)

**Date:** 01 Oct 2026

#### **Copy for Kind Information and Necessary Action (Not in the order of seniority):**

1. High Commission/Embassy of Saudi Arabia, Dhaka, Bangladesh..
2. Bangladesh High Commission, Embassy of Saudi Arabia..
3. Dean, Post Graduate Studies, Sher-e-Bangla Agricultural University.
4. Director (Honorary), ICT Cell, Sher-e-Bangla Agricultural University (for kind website upload).
5. Deputy Registrar, Establishment-2, Sher-e-Bangla Agricultural University.
6. Deputy Registrar, Post Graduate Studies, Sher-e-Bangla Agricultural University.
7. Officer in Charge, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh..
8. Deputy Registrar/P. S., Office of the Vice-Chancellor, Sher-e-Bangla Agricultural University.
9. Deputy Registrar, Office of the Registrar, Sher-e-Bangla Agricultural University.
10. Office Copy, Personal Copy.



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

01-10-2026  
Monowarul Islam  
Deputy Registrar