



# শেরেবাংলা কৃষি বিশ্ববিদ্যালয় Sher-e-Bangla Agricultural University

No. SAU/A/O-212/Admin./2014-151

Date: 15-07-2019

## OFFICE MEMORANDUM

**Subject: Approval for attending on the workshop on "Annual Performance Agreement and Strategic Management" at University Technology Malaysia (UTM), Malaysia.**


The Authority of the Sher-e-Bangla Agricultural University (SAU) is pleased to grant the following officer of SAU for 08 days Ex-Bangladesh leave with effect from 23 July, 2019 to 30 July, 2019 (or 08 days from the date the journey starts) to attend the workshop/training on "Annual Performance Agreement and Strategic Management" to be held during 24-27 July, 2019 at University Technology Malaysia (UTM) in Malaysia.

SL No.	Name, Designation & Organization
01	Sheikh Rezaul Karim, Registrar, Sher-e-Bangla Agricultural University, Dhaka-1207, Bangladesh

2. Following terms and conditions will apply in this regard:

- All costs during the Workshop/Training Program in Malaysia will be borne by the University Grants Commission of Bangladesh, Dhaka.
- He will not be provided with any part of their salary and allowances in foreign currency.
- The period of his stay abroad including transit period will be treated as on duty.
- He will submit a report within 15 days of his return.

With the approval of the Vice-Chancellor

  
15-07-2019

Mohammad Kamrul Hossan

Deputy Registrar

Admin. & Establishment Section

Registrar Office, SAU

Email: registrar@sau.edu.bd


Phone: +88-02-44814006

No. SAU/A/O-212/Admin./2014-151

Date: 15-07-2019

### Copy for kind information and necessary action (Not according to seniority):

- H.E. High Commissioner, High Commission of Malaysia, House No. 19, Road No. 6, Baridhara, Dhaka-1212
- Secretary, UGC, Sher-e-Bangla Nagar, Dhaka-1207.
- Director (Finance & Accounts), UGC, Sher-e-Bangla Nagar, Dhaka-1207.
- Sheikh Rezaul Karim, Registrar, Sher-e-Bangla Agricultural University Dhaka-1207.**
- Director (Finance & Accounts), SAU, Dhaka.
- Director (ICC), SAU, Dhaka (With the request to upload at SAU website)
- Director, Hazrat Shahjalal (R.) International Airport, Dhaka.
- Chief Security Officer, Hazrat Shahjalal (R.) International Airport, Dhaka.
- PS to the Vice-Chancellor, SAU (Additional Registrar), Office of the Vice-Chancellor, SAU, Dhaka.
- Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka.
- PA/Personal Officer, Office of the Pro-Vice-Chancellor/Treasurer, SAU, Dhaka.
- Office file/Personal file.

  
15-07-2019

Mohammad Kamrul Hossan

Deputy Registrar