



# Khulna Agricultural University

Temporary Office: House No # 200 (1<sup>st</sup> phase), Road No # 12, Sonadanga R/A, Khulna-9100  
[www.kau.ac.bd](http://www.kau.ac.bd)

Ref: KAU/Reg.Off./Admin-4/P.File(Staff-255)/2022/ 1586

Date: 13 October 2025

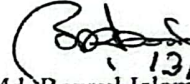
## Office Order

The authority of the Khulna Agricultural University (KAU), Khulna, is pleased to grant RAFSAN JANI, Office Support Staff, Department of Quality Control and Safety Management at Khulna Agricultural University, Khulna, Bangladesh, 20 (twenty) days Ex-Bangladesh leave (Earned Leave) with effect from 14-10-2025 to 02-11-2025 to visit The Kingdom of Saudi Arabia for the purpose of performing Omarha Hajj with the following terms and conditions:

- The period will be treated as ex-Bangladesh leave on full average pay.
- During this period, his salary and allowances will be paid in Bangladeshi currency as usual.
- KAU or the Government of the People's Republic of Bangladesh will not bear any financial costs in this regard.
- He must join KAU immediately following the expiry of the leave period.

By order of Honorable Vice-Chancellor

RAFSAN JANI  
Office Support Staff  
Department of quality control and safety management  
Khulna Agricultural University, Khulna

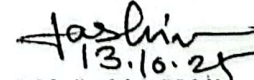
  
13/10/25  
Md. Rezaul Islam  
Registrar (In Charge)  
Khulna Agricultural University  
Cell: +8801309-000313

Ref: KAU/Reg.Off./Admin-4/P.File(Staff-255)/2022/ 1586

Date: 13 October 2025

### **Copy forwarded for information and necessary action to:**

- The Secretary, Secondary and Higher Education Division, Ministry of Education, The Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
- The Secretary, Ministry of Foreign Affairs, The Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
- The Secretary, Ministry of Home Affairs, The Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
- Director General, Department of Immigration and Passport, Dhaka, Bangladesh.
- The Ambassador, Embassy of the Kingdom of Saudi Arabia, House 5 (NE) L. Road 83, Gulshan-2, Dhaka-1212, Bangladesh.
- Rafsan Jani, Office Support Staff, Khulna Agricultural University, Khulna.
- Nazmul Hossen, Office Support Staff, Khulna Agricultural University, Khulna. (With a request to perform routine duty)
- Chairman, Department of quality control and safety management, Khulna Agricultural University, Khulna.
- ICT Section, Khulna Agricultural University, Khulna. (With upload request on the university website)
- PS to VC (In Charge), Khulna Agricultural University, Khulna.
- PA to Treasurer, Khulna Agricultural University, Khulna.
- Office copy.

  
13.10.25  
Md. Jashim Uddin  
Section Officer  
Admin-4  
Khulna Agricultural University