



Khulna Agricultural University

Temporary Office: 327, Jashore Road, Uttar Mujgunni, Khalishpur, Khulna-9000

Ref: KAU/Reg. Off./Admin-2/P. File (Officer-40)/2022/ 2215

Date: 24-12-2025

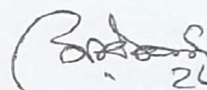
Office Order

The Authority of the Khulna Agricultural University (KAU), Khulna, is pleased to grant Mrs. NABILA RAHMAN (Passport No. A07056239), Accounts Officer, Finance and Accounts Section, KAU, 31 (Thirty-One) days earned leave with effect from 25-12-2025 to 24-01-2026 to visit the Kingdom of Saudi Arabia for performing the Holy Umrah Hajj with the following terms and conditions:

- The period will be treated as ex-Bangladesh leave on full average pay.
- During this period, her 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 in this regard.
- She must join KAU immediately following expiry of the leave period.

By order of the Vice-Chancellor

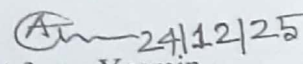
Mrs. NABILA RAHMAN
Passport No. A07056239
Accounts Officer
Finance and Accounts Section
Khulna Agricultural University, Khulna.


24/12/25
Md. Rezaul Islam
Registrar (In-Charge)
Khulna Agricultural University
Cell- +8801309000313

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Copy forwarded for information and necessary action to:

Date: 24-12-2025

- 1) The Secretary, Secondary and Higher Education Division, Ministry of Education, The Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
- 2) The Secretary, Ministry of Foreign Affairs, The Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
- 3) The Secretary, Ministry of Home Affairs, The Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
- 4) Director General, Department of Immigration and Passport, Dhaka, Bangladesh.
- 5) The Ambassador, Embassy of the Kingdom of Saudi Arabia, House 5 (NE) L, Road 83, Gulshan-2, Dhaka-1212, Bangladesh.
- 6) Finance Director (Finance and Accounts) Contractual, Finance and Accounts Section, Khulna Agricultural University, Khulna.
- 7) Mr. Md. Fahad Khan, Accounts Officer, Finance and Accounts Section, Khulna Agricultural University, Khulna. (With a request to perform routine duty)
- ✓ 8) ICT Section, Khulna Agricultural University, Khulna. (With upload request on the university website)
- 9) PS to VC, Khulna Agricultural University, Khulna.
- 10) PA to Treasurer, Khulna Agricultural University, Khulna.
- 11) Office copy.


24/12/25
Mst. Afsana Yesmin
Section Officer
Admin-2 (Officer) Section
Khulna Agricultural University