



Habiganj Agricultural University

Temporary campus: Vadoi, Habiganj sadar, Habiganj -3300

Registrar Office
https://hau.ac.bd
hau.registrar.office@gmail.com

Memo No: HAU/Regi.Off.(Part-1)/Officer-4/2021/4597

Date: 12/02/2025

Office Order

Mr. Mubarak Khan, Accounts Officer, Finance and Accounts Department, Habiganj Agricultural University (HAU), Habiganj, Bangladesh is hereby permitted to visit Kingdom of Saudi Arabia to perform the Holy Umrah from 21/02/2025 to 06/03/2025. In this connection, he has been granted Ex-Bangladesh leave for 15 days (earned leave on full average pay) from 21/02/2025 to 06/03/2025 vide memo no: HAU/Regi.Off.(Part-1)/Officer-4/2021/4596; dated: 12.02.2025 under the following terms and conditions:

- i. That, this university will not bear any financial liability for his said visit.
- ii. That, after completion of the visit, **Mubarak Khan** will be bound to come back and join Habiganj Agricultural University, Habiganj.
- iii. He will not be allowed to stay abroad more than the permitted period.

By order of the Vice-Chancellor

sd/
Md. Badrul Amin
Deputy Registrar (Acting)
Habiganj Agricultural University

Memo No: HAU/Regi.Off.(Part-1)/Officer-4/2021/4597

Date: 12/02/2025

Copy forwarded for information and necessary action to (Not in order of Seniority):

1. The Senior Secretary, Ministry of Education, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
2. The Secretary, Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
3. The Secretary, Ministry of Home Affairs, Government of the People's Republic of Bangladesh, Bangladesh, Secretariat, Dhaka.
4. H.E. the Ambassador, Embassy of K.S. A. Dhaka, Bangladesh.
5. H.E. the Ambassador, Embassy of Bangladesh, K.S.A.
6. Director General, Department of Immigration and Passport, Sher-e-Banglanagar, Agargaon, Dhaka.
7. Immigration officer, Hazrat Shahjalal (R.) International Airport, Dhaka.
8. Finance and Account Division, Habiganj Agricultural University, Habiganj.
9. ICT Cell (upload the office order on the HAU Website), Habiganj Agricultural University, Habiganj.
10. Mr. Mubarak Khan, Accounts Officer, Habiganj Agricultural University, Habiganj.
11. Mr Jewel Hossain Joy, Section Officer, Finance and Accounts Departments, HAU
12. Section Officer, Vice-Chancellor Secretariat (for kind information of Vice-Chancellor), Habiganj Agricultural University, Habiganj.
13. Office Copy/Master file

sd/
12.02.2025
Md. Badrul Amin
Deputy Registrar (Acting)
Habiganj Agricultural University