Islamic Arabic University, Dhaka
Peoples Republic of Bangladesh, ministry of Education
ww.iau.edu.bd
House No. 142/22B, Road No. 3, Block No.01, Bachila, Mohammadpur, Dhaka-1207

Memo no-IAU/Reg./Ad./2015/4508 Date: 03-01-2018

ORDER

Bangladesh Leave is allowed under the following conditions for the country and time of the officer described below of education ministry of Islamic Arabic University, Dhaka.

SL. No.	Name Designation & Present office	Country Name	Intention of Tour, Duration & Type of Leave
1	Dr. Md Abu Hanifa Deputy Registrar Islamic Arabic University, Dhaka.	Saudi Arabia	For the purpose of celebrating the holy Umrah from the date of 04/01/2018 to 13/01/2017 of after transfer the responsibility 10 days leave.

Conditions:
1. He can't stay in foreign county extra time that he permitted.
2. He will inform to the authority after return to the country.
3. He will get salary & allowance by his local currency.
4. There will remain no financial transaction of the Government in this tour.
5. The tour expenditure have to show in the income tax description.

03-01-2018
Registrar (acting)
Islamic Arabic University
02-55000273

Memo no-IAU/VC-1/2015/ Date: 03-01-2018

Copy has sent for realizing & observation:
1. Secretary, Foreign Ministry, Shegun Bagicha, Dhaka.
2. Director General, Passport & immigration Department, Agargoan, Dhaka.
3. VC's personal secretary, Islamic Arabic University, Dhaka.
4. Immigration Officer, immigration Department, Hazrat Shajalal International Airport, Dhaka/port/Benapole, Jessore/Burimari, Lalmonirhat.
5. Accounts Officer (Finance and Accounts Branch), Islamic Arabic University, Dhaka.
6. ICT Branch, Islamic Arabic University, Dhaka.
7. Mr. .....