

REGISTRAR OFFICE

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iaudhaka@gmail.com

**ISLAMIC ARABIC UNIVERSITY**

House -124/22, Block-A, Road-03
West Dhanmandi, Bashila, Mohammadpur, Dhaka-1207.

Memo no-iau/reg./dr./per./2015/01/11588

Date: 30/10/2022

ORDER

The following officer of Islamic Arabic University, Under Ministry of Education, Govt. of The People's Republic of Bangladesh, are allowed to take ex-Bangladesh leave under the following conditions:

| Sl. No | Name Designation & Present office | Country Name | Purpose of Tour, Duration & Type of Leave |
|--------|---|-------------------------------|--|
| 1 | Dr. Md. Abu Hanifa Deputy Registrar Islamic Arabic University | Saudi Arabia & India | For the purpose of performing the 'Holy Umrah' And visit Historical place from the date 11/12/2022 to 31/12/2022 or 21 days after transferring the responsibility. |

Conditions:

1. He will not stay in foreign country beyond approved period of time.
2. He will inform the authority after his return.
3. He will get his salary & allowance in local currency.
4. The tour expenditure should be shown in the income tax return.
5. Islamic Arabic University will not bear any expenditure in this regard.

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(Md. Razaul Houqe)

Registrar

Islamic Arabic University

01705408001

Memo no-iau/reg./dr./per./2015/01/ 11588

Date: 30/10/2022

Copy forwarded for your kind information and necessary action to (not as per seniority):

1. Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
2. Director General, Passport & immigration Department, Agargoan, Dhaka.
3. Director (Finance & Accounts), Islamic Arabic University. Dhaka.
4. Immigration officer, immigration Department, Hazrat Shajalal International Air port, Dhaka/port/Akhaura, Brahmanbaria/Benapol, Jessore.
5. PS to Vice Chancellor, Islamic Arabic University. Dhaka.(for his kind information)
6. PS to Pro Vice Chancellor, Islamic Arabic University. Dhaka.
7. Po to Treasurer, Islamic Arabic University. Dhaka.
8. ICT Branch, Islamic Arabic University. Dhaka.
9. Mr.

(Fahad Ahamad Momtazi)

Assistant Registrar

Islamic Arabic University