

Ref: IAU/REGI./ADMIN/PERSONAL/2019/ 11936

Date: 11/06/2023

OFFICE ORDER

The following employee of Islamic Arabic University, under Ministry of Education, Govt. of The People's Republic of Bangladesh is 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	SAYED MD NASRULLAH Office Assistant cum Computer Typist Islamic Arabic University	India	For the purpose of treatment from the date of 13/06/2023 to 22/06/2023 or 10 (ten) 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. This leave will be effective without pay;
4. The tour expenditure should be shown in the income tax return;
5. The provision of Rule of Appendix VIII of BSR (Part-1) is applicable for this approval that is the leave must begin within 35 (thirty five) days of the date on which it has been granted;
6. Islamic Arabic University will not bear any expenditure in this regard.

By order of the Vice-chancellor

Muhammad Kamrul Islam
(Dr. Muhammad Kamrul Islam)
Registrar
Islamic Arabic University
Mobile: 01705408004

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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, Agargaon, Dhaka.
3. PS to Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
4. PS to Pro Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
5. Immigration officer, Immigration Department, Hazrat Shajalal International Air port, Dhaka /Akhaura, Brahmanbaria/Benapol, Jessore/Banglabandha/Train.
6. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
7. ICT, Islamic Arabic University, Dhaka.
8. Mr. Sayed Md Nasrullah, Office Assistant Cum Computer Typist, Islamic Arabic University, Dhaka.
9. Office Copy

Abu Hanifa
(Dr. Md. Abu Hanifa)
Deputy Registrar
Islamic Arabic University