

REGISTRAR OFFICE

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**ISLAMIC ARABIC UNIVERSITY**

House -124/90/03, Block-B, Road-02
West Dhanmandi, Bashila, Mohammadpur, Dhaka-1231.

Ref: IAU/REGI./ADMIN/PERSONAL/2019/11985

Date: 01.08.2023

OFFICE ORDER

The following officer 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 | Jakia Khatun Section Officer Islamic Arabic University | India | For the purpose of treatment from the date of 01/08/2023 to 20/08/2023 or 20 (twenty) days after transferring the responsibility. |

Conditions:

1. She will not stay in foreign country beyond approved period of time;
2. She will inform the authority after his return;
3. She will get his salary & allowance in local currency;
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

(Dr. Muhammad Kamrul Islam)

Registrar

Islamic Arabic University

Mobile: 01705408004

Ref: IAU/REGI./ADMIN/PERSONAL/2019/11985

Date: 01.08.2023

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. 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. Jakia Khatun , Section Officer, Islamic Arabic University, Dhaka.

(Dr. Md. Abu Hanifa)

Deputy Registrar

Islamic Arabic University