

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/2018/ 12032

Date: 11.09.2023

ORDER


The following Teacher 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	Mohammad Harunar Rashid Lecturer, Department of Arabic language & Literature, Islamic Arabic University	United Arab Emirates	For the purpose of visiting historical place from the date of 12/09/2023 to 23/09/2023 or 12 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. 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: 01705408001
Email: iauregistr@gmail.com

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Date: 11.09.2023

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.
6. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
7. Office of the Controller of Examinations, Islamic Arabic University, Dhaka.
8. ICT, Islamic Arabic University, Dhaka.
9. Mr. Mohammad Harunar Rashid, Lecturer (Arabic), Islamic Arabic University, Dhaka.
10. Office Copy.


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