

**REGISTRAR OFFICE**

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iaudhaka@gmail.com

**ISLAMIC ARABIC UNIVERSITY**

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

Ref: IAU/REGI./ADMIN/PERSONAL/2018/12042

Date: 25.09.2023

**Office Order**

The following Office Assistant 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	MD DELWAR HUSSIN Office Assistant Islamic Arabic University	India	For the purpose of visiting historical place from the date of 22/12/2023 to 30/12/2023 or 09 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 (Acting)

(Dr. Muhammad Kamrul Islam)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email: iauregistr@gmail.com

Ref: IAU/REGI./ADMIN/PERSONAL/2018/12042

Date: 25.09.2023

**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/Akhaura, Brahmanbaria/Benapol, Jessore/ Banglabanda/Train.
6. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
7. ICT, Islamic Arabic University, Dhaka.
8. Mr. Md Delwar Hussin, Office Assistant, Islamic Arabic University, Dhaka.

Deputy Registrar

Islamic Arabic University

Mobile: 01705408004