

Ref: IAU/REGI./ADMIN/PERSONAL/2019/12086

Date: 18/10/2023

OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of Md. Hasibur Rahman Sagar, Section Officer, Islamic Arabic University, Dhaka for the purpose of visiting Spectacular place of Qatar and Kingdom of Saudi Arabia to perform Holy Umrah Hajj from 31/10/2023 to 14/11/2023 or 15 (Fifteen) days form the date of departure under the following terms and conditions:

2. Terms and Conditions:

- a) He will not stay in foreign country beyond approved period of time;
- b) He will inform the authority after his return;
- c) He will get his salary & allowance in local currency;
- d) The tour expenditure should be shown in the income tax return;
- e) The provision of Rule 34 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;
- f) Islamic Arabic University will not bear any expenditure in this regard.
- g) In the absence of him , Section Officer Md. Abdul Hannan Shall Carry out the duties of Md. Hasibur Rahman Sagar.

By order of the Vice-chancellor

Muhammad 18.10.2023
(Dr. Muhammad Kamrul Islam)
Registrar
Islamic Arabic University
Mobile: 01705408004
Email: drhanifal@gmail.com

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Copy for kind information and necessary action (Not according to 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 Airport, Dhaka
6. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
7. I.C.T Cell, Islamic Arabic University, Dhaka. (With the request to publish on website)
8. Md. Hasibur Rahman Sagar, Section Officer, Islamic Arabic University, Dhaka.
9. Md. Abdul Hannan, Section Officer, Islamic Arabic University, Dhaka.
10. Office copy.

ADS
18.10.23
(Dr. Md. Abu Hanifa)
Deputy Registrar
Islamic Arabic University