



Ref: IAU/REGI./ADMIN/PERSONAL/2018/ 12174

Date: 20.12.2023

OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of Md Sharfuddin Parvez, Assistant Programmer, Islamic Arabic University, Dhaka for the purpose of visiting historical & spectacular place of India from 24/12/2023 to 04/01/2024 or 12 (Twelve) days form the date of departure under the following terms and conditions:

2. Terms and Conditions:

- He will not stay in foreign country beyond approved period of time;
- He will inform the authority after his return;
- He will get his salary & allowance in local currency;
- The tour expenditure should be shown in the income tax return;
- Islamic Arabic University will not bear any expenditure in this regard.

By order of the Vice-chancellor

Mkam 20.12.2023
(Dr. Muhammad Kamrul Islam)
Registrar
Islamic Arabic University
Mobile: 01705408001
Email: iauregistr@gmail.com

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Date: 20.12.2023

Copy for kind information and necessary action (Not according to seniority):

- Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
- Director General, Passport & immigration Department, Agargoan, Dhaka.
- PS to Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
- PS to Pro Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
- Immigration officer, Immigration Department, Hazrat Shajalal International Airport, Dhaka/ Benapol, Jessore/Train.
- Director (Finance & Accounts), Islamic Arabic University, Dhaka.
- I.C.T Cell, Islamic Arabic University, Dhaka. (With the request to publish on website)
- Md Sharfuddin Parvez, Assistant Programmer, Islamic Arabic University, Dhaka.
- Office copy.

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20.12.2023
(Fahad Ahmad Momtazi)
Assistant Registrar
Islamic Arabic University