



Ref: IAU/REGI./ADMIN/PERSONAL/2018/12162

Date: 11/12/2023


OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of Mst Suraiya Aktar, Data entry operator, Islamic Arabic University, Dhaka for the purpose of Medical Treatment of her Daughter Tahreem Raya to India from 16/12/2023 to 22/12/2023 or 07 (Seven) days form the date of departure under the following terms and conditions:

Terms and Conditions:

- a) She will not stay in foreign country beyond approved period of time;
- b) She will inform the authority after her return;
- c) She will get her 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.

By order of the Vice-chancellor



(Dr. Muhammad Kamrul Islam)
Registrar
Islamic Arabic University
Mobile: 01705408001
Email: iauregistr@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.
- ✓ I.C.T Cell, Islamic Arabic University, Dhaka. (With the request to publish on website)
8. Mst Suraiya Aktar, Data entry operator, Islamic Arabic University, Dhaka.
9. Office copy.


11.12.2023
(Fahad Ahmad Momtazi)
Assistant Registrar
Islamic Arabic University