



ISLAMIC ARABIC UNIVERSITY

REGISTRAR OFFICE

www.iau.edu.bd

House-124/90/03, Block-B, Road-02

West Dhanmandi, Basila, Mohammadpur, Dhaka-1231



Ref: IAU/REGI./ADMIN/PERSONAL/2018/12484

Date: 04/07/2024

OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of A K M A TARIQ, Assistant Programmer, Islamic Arabic University, Dhaka for the purpose of visiting historical & spectacular place of India from 14/07/2024 to 18/07/2024 or 05 (Five) days from the date of departure under the following terms and conditions:

2. Terms and 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. Islamic Arabic University will not bear any expenditure in this regard.

By order of the Vice-chancellor

Muhammad Kamrul Islam 04.07.2024
(Dr. Muhammad Kamrul Islam)
Registrar
Islamic Arabic University
Mobile: 01705408001
Email: iauregistr@gmail.com

Ref: IAU/REGI./ADMIN/PERSONAL/2018/12484

Date: 04/07/2024

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/ Benapol, Jessore/Haridaspur, Agartala by Road (Train/Bus).
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. Mr. A K M A TARIQ, Assistant Programmer, Islamic Arabic University, Dhaka.
9. Office copy.

Arif Ahmad 04.07.2024
(Arif Ahmad)
Section Officer
Islamic Arabic University