



Ref: IAU/REGI./ADMIN/PERSONAL/2018/12485

Date: 04/07/2024

**OFFICE ORDER**

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of MD IKBAL HOSSAIN, Office Assistant, Islamic Arabic University, Dhaka for the purpose of treatment in India from 15/07/2024 to 24/07/2024 or 10 (Ten) 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

*[Signature]* 04.07.2024

(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/ 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. MD IKBAL HOSSAIN, Office Assistant, Islamic Arabic University, Dhaka.
9. Office copy.

*[Signature]*

(Arif Ahmad)

Section Officer

Islamic Arabic University

04.07.2024