

Ref: IAU/REGI./ADMIN/PERSONAL/2018/12711

Date: 10/12/2024

**OFFICE ORDER**

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of, Sumon Das, Cleaner, Islamic Arabic University, Dhaka for the purpose of Visiting India from 15/12/2024 to 24/12/2024 or 10 (ten) 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;
- 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;
- Islamic Arabic University will not bear any expenditure in this regard.

By order of the Vice-chancellor

*28/10.12.24*

(Md. Ayub Hossain)

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):

- 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
- Director (Finance & Accounts), Islamic Arabic University, Dhaka.
- I.C.T Cell, Islamic Arabic University, Dhaka. (With the request to publish on website)
- Sumon Das, Cleaner, Islamic Arabic University, Dhaka.
- Office copy.

*Abdullah-Al Jafor*  
(Md. Abdullah-Al Jafor) *10.12.24*

Section Officer

Islamic Arabic University