

Ref: IAU/REGI./ADMIN/PERSONAL/2018/12855

Date: 16/02/2025

### OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favor of Md Shamim Hossain Khan, Assistant Register, Islamic Arabic University, Dhaka, for the purpose of visiting Malaysia from 19/02/2025 to 25/02/2025 or 07 (Seven) days from 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;
- Islamic Arabic University will not bear any expenditure in this regard;
- 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 have been granted;
- He will get his salary & allowance in local currency;
- The tour expenditure should be shown in the income tax return.

By order of the Vice-chancellor

22/16.02.25

(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.
- Visa Authority, High Commission of Malaysia, 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.
- Programmer, I.C.T Cell, Islamic Arabic University, Dhaka, (With the request to publish on website).
- Md Shamim Hossain Khan, Assistant Register, Islamic Arabic University, Dhaka
- Office copy/Personal file.

Abtullah-Al Jafor  
(Md. Abullah-Al Jafor)<sup>16.02.2025</sup>

Assistant Register  
Islamic Arabic University