

Ref: IAU/REGI./ADMIN/PERSONAL/2018/12859

Date: 17/02/2025

OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favor of Md Hasibur Rahaman Sagor, Assistant Director (P&D), 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:

- a) He will not stay in foreign country beyond approved period of time;
- b) He will inform the authority after his return;
- c) Islamic Arabic University will not bear any expenditure in this regard;
- d) 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;
- e) He will get his salary & allowance in local currency;
- f) The tour expenditure should be shown in the income tax return.

By order of the Vice-chancellor

Signature
17.2.25

(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):

1. Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
2. Visa Authority, High Commission of Malaysia, Dhaka.
3. Director General, Passport & immigration Department, Agargoan, Dhaka.
4. PS to Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
5. PS to Pro Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
6. Immigration officer, Immigration Department, Hazrat Shajalal International Airport, Dhaka.
7. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
8. Programmer, I.C.T Cell, Islamic Arabic University, Dhaka, (With the request to publish on website).
9. Md Hasibur Rahaman Sagor, Assistant Director (P&D), Islamic Arabic University, Dhaka.
10. Office copy/Personal file.

Signature
17.02.25

(Md. Abullah-Al Jafor)

Assistant Register

Islamic Arabic University