

**REGISTRAR OFFICE**

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**ISLAMIC ARABIC UNIVERSITY**

House -124/90/03, Block-B, Road-02  
West Dhanmandi, Bashila, Mohammadpur, Dhaka-1231.

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:**

- 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

*dh* 17.2.25

(Md. Ayub Hossain)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email:iauregistr@gmail.com

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

Date: 17/02/2025

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 Hasibur Rahaman Sagor, Assistant Director (P&D), Islamic Arabic University, Dhaka.
- Office copy/Personal file.

*Abdullah-Al Jafor* 17.02.25

(Md. Abullah-Al Jafor)

Assistant Registrar

Islamic Arabic University