



ISLAMIC ARABIC UNIVERSITY

Registrar Office

www.iau.edu.bd

Bashila, Mohammadpur, Dhaka-1231

Ref: IAU/REGI./ADMIN/PERSONAL/2019/12922

Date: 05-03-2025

OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of MUBASSHER ALI BHUYAN, Programmer, Islamic Arabic University, Dhaka for the purpose of visiting Spectacular place of Kingdom of Saudi Arabia (KSA) to perform Holy Umrah Hajj from 10/03/2025 to 23/03/2025 or 14 (Fourteen) 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;
- 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

05.03.2025

(Md. Ayub Hossain)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email: iauregistr@gmail.com

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Copy of kind information and necessary action (Not according to seniority)

- Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
- Director General, Passport & Immigration Department, Agargoan, Dhaka.
- Director (Finance & Accounts), Islamic Arabic University, Dhaka.
- Personal Secretary to the Vice-Chancellor, Islamic Arabic University, Dhaka
- Immigration Officer, Immigration Department, Hazrat Shajalal International Airport, Dhaka.
- I.C.T Section (To Publish on the Website), Islamic Arabic University, Dhaka.
- MUBASSHER ALI BHUYAN, Programmer, Islamic Arabic University, Dhaka.
- Office Copy.

05.03.2025

(Fahad Ahmad Momtazi)

Deputy Registrar

Islamic Arabic University