

REGISTRAR OFFICE

www.iau.edu.bd
iaudhaka@gmail.com

**ISLAMIC ARABIC UNIVERSITY**

Bosila, Mohammadpur
Dhaka-1231.

Ref: IAU/REGI./ADMIN/PERSONAL/2019/13042

Date: 29.05.2025

OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of Saejde Ahammad Mojumder, Section Officer, Islamic Arabic University, Dhaka for the purpose of visiting historical & spectacular place of Thailand, Malaysia and Singapore from 10/06/2025 to 16/06/2025 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;
- He will get his salary & allowance in local currency;
- The tour expenditure should be shown in the income tax return;
- Islamic Arabic University will not bear any expenditure in this regard.

By order of the Vice-chancellor

29.05.2025

(Md. Ayub Hossain)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email: iauregistr@gmail.com

Ref: IAU/REGI./ADMIN/PERSONAL/2019/13042(9)

Date: 29.05.2025

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/ Benapol, Jessore/Train.
- Director (Finance & Accounts), Islamic Arabic University, Dhaka.
- I.C.T Cell, Islamic Arabic University, Dhaka. (With the request to publish on website)
- Md Saejde Ahammad Mojumder, Section Officer, Islamic Arabic University, Dhaka.
- Office copy.

Bashir

29.05.2025

(Bashir Ahmad Kutubi)

Section Officer

Islamic Arabic University