



ISLAMIC ARABIC UNIVERSITY

Office of the Registrar

Bashila, Mohammadpur, Dhaka-1231

www.iau.edu.bd

Ref: IAU/REGL/ADMIN/PERSONAL/2019/13147

Date: 23/09/2025

OFFICE ORDER

The undersigned is directed to grant extraordinary leave (Ex-Bangladesh) in favor of Tanvir Hossain, Temporary Office Assistant Cum-Computer Typist, Islamic Arabic University, Dhaka, for the purpose of performing the Holy Ummrah in Saudi Arabia from 25/09/2025 to 09/10/2025 or 15 (Fifteen) 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;
- This leave will be effective without pay;

By order of the Vice-chancellor

23/09.25

(Md. Ayub Hossain)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email:iauregistr@gmail.com

Ref: IAU/REGL/ADMIN/PERSONAL/2019/13147 (3)

Date: 23/09/2025

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).
- Immigration officer, Immigration Department, Hazrat Shajalal International Airport, Dhaka.
- Director (Finance & Accounts), Islamic Arabic University, Dhaka.
- ✓ Programmer, L.C.T Cell, IAU, Dhaka, (With the request to publish on website).
- Tanvir Hossain, Office Assistant Cum-Computer Typist, Islamic Arabic University, Dhaka.
- Office copy/Personal file.

23.09.2025

(Fahad Ahmad Momtazi)

Deputy Register

Islamic Arabic University