



ISLAMIC ARABIC UNIVERSITY

Office of the Registrar

Bosila, Mohammadpur, Dhaka-1231

www.iau.edu.bd

Ref: IAU/REGI./ADMIN/PERSONAL/2018/13160

Date: 13.10.25

OFFICE ORDER

The following officer of Islamic Arabic University, under Ministry of Education, Govt. of The People's Republic of Bangladesh is allowed to take ex-Bangladesh leave under the following conditions:

Sl. No.	Name, Designation & Present office	Country Name	Purpose of Tour, Duration & Type of Leave
1	A K M A TARIQ Computer Programmer Islamic Arabic University	India	For the purpose of visit Medical Treatment from the date of 19/10/2025 to 30/10/2025 or 12 (Twelve) days after transferring the responsibility.

Conditions:

1. He will not stay in foreign country beyond approved period of time;
2. He will inform the authority after his return;
3. He will get his salary & allowance in local currency;
4. The tour expenditure should be shown in the income tax return;
5. The provision of Rule 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;
6. Islamic Arabic University will not bear any expenditure in this regard.

By order of the Vice-chancellor

22/13.10.25

(Md. Ayub Hossain)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email: iauregistr@gmail.com

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Date: 13.10.25

Copy forwarded for your kind information and necessary action to (not as per seniority):

1. Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
2. Director General, Passport & immigration Department, Agargaon, Dhaka.
3. PS to Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
4. PS to Pro Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
5. Immigration officer, Immigration Department, Hazrat Shajalal International Air port/Dhaka/port/Akhaura, Brahmanbaria/Benapol, Jessore/Banglabandha/Train.
6. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
7. ICT, Islamic Arabic University, Dhaka.
8. Mr. A K M A TARIQ, Computer Programmer, Islamic Arabic University, Dhaka.
9. Office Copy.

13.10.2025

(Fahad Ahmad Momtazi)

Deputy Registrar

Islamic Arabic University