



ISLAMIC ARABIC UNIVERSITY

Registrar Office

Bosila, Mohammadpur, Dhaka-1231

www.iau.edu.bd

Ref: IAU/REGI./ADMIN/PERSONAL/2018/13174

Date: 21.10.25

OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of MOHAMMAD AMINUL ISLAM CHOWDHURY, Assistant Professor (Islamic Studies), Islamic Arabic University, Dhaka for the purpose of visiting Spectacular place of Kingdom of Saudi Arabia (KSA) to perform Holy Umrah-Hajj from 08/11/2025 to 27/11/2025 or 20 (Twenty) 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

21.10.25

(Md. Ayub Hossain)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email: iauregistr@gmail.com

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Date: 21.10.25

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.
- MOHAMMAD AMINUL ISLAM CHOWDHURY, Assistant Professor, IAU, Dhaka.
- Office Copy.

21.10.2025

(Fahad Ahmad Momtazi)

Deputy Registrar

Islamic Arabic University