



ISLAMIC ARABIC UNIVERSITY

Office of the Registrar

Bosila, Mohammadpur, Dhaka-1231

www.iau.edu.bd

Ref: IAU/REGI/ADMIN/PERSONAL/2019/13193

Date: 11/11/2025

OFFICE ORDER

The undersigned is directed to grant extraordinary leave (Ex-Bangladesh) in favor of EMDADUL ISLAM CHOWDHURY, Temporary Office Assistant, Islamic Arabic University, Dhaka for the purpose of performing the Holy Ummrah to Kingdom of Saudi Arabia (KSA) from 18/11/2025 to 06/12/2025 or 19 (Nineteen) days from the date of departure under the following terms and conditions:

2. Terms and Conditions:

- a) He will not stay in foreign country beyond approved period of time;
- b) He will inform the authority after his return;
- c) Islamic Arabic University will not bear any expenditure in this regard;
- d) 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;
- e) This leave will be effective without pay;

By order of the Vice-chancellor

22/11.11.25

(Md. Ayub Hossain)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email:iauregistr@gmail.com

Ref: IAU/REGI/ADMIN/PERSONAL/2019/13193 (8)

Date: 11/11/2025

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

1. Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
2. Director General, Passport & immigration Department, Agargoan, Dhaka.
3. To Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
4. Immigration Officer, Immigration Department, Hazrat Shajalal International Airport, Dhaka.
5. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
- ✓ 6. Programmer, L.C.T Cell, IAU, Dhaka, (With the request to publish on website).
7. EMDADUL ISLAM CHOWDHURY, Office Assistant, Islamic Arabic University, Dhaka.
8. Office copy/Personal file.

11/11/2025

(Md. Ruhullah)

Assistant Registrar

Islamic Arabic University