



# ISLAMIC ARABIC UNIVERSITY

Office of the Registrar

Bosila, Mohammadpur, Dhaka-1231

www.iau.edu.bd

Ref: IAU/REGL/ADMIN/PERSONAL/2019/13307

Date: 01.02.26

## OFFICE ORDER

The undersigned is directed to grant extraordinary leave (Ex-Bangladesh) in favor of Md Shamiul Haque, Temporary Office Assistant Cum-Computer Typist, Islamic Arabic University, Dhaka, for the Medical Treatment of his wife in India from 08/02/2026 to 18/02/2026 or 11 (eleven) 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

*26/1.2.26*

(Md. Ayub Hossain)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email:iauregistr@gmail.com

Ref: IAU/REGL/ADMIN/PERSONAL/2019/13307 (10) Date: 01.02.26

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

1. Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
2. Visa Authority, High Commission of India, Dhaka.
3. Director General, Passport & immigration Department, Agargoan, Dhaka.
4. PS to Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
5. PS to Pro Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
6. PS to Pro Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
6. Immigration officer, Immigration Department, Hazrat Shajalal International Airport, Dhaka.
7. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
- ✓ 8. Programmer, I.C.T Cell, IAU, Dhaka, (With the request to publish on website).
9. Md Shamiul Haque, Temporary Office Assistant Cum-Computer Typist, IAU, Dhaka.
10. Office copy/Personal file.

*01.02.2026*

(Fahad Ahmad Momtazi)

Deputy Register

Islamic Arabic University