



# ISLAMIC ARABIC UNIVERSITY

## Office of the Registrar

Mohammadpur, Dhaka-1231

www.iau.edu.bd

Ref: IAU/REGI./ADMIN/PERSONAL/2018/13441

Date: 20.05.2026


### OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of Muhammad Akhlaqul Ambia, Assistant Registrar, Islamic Arabic University, Dhaka for the purpose of visiting Spectacular places of Malaysia from 30/05/2026 to 04/06/2026 or 6 (Six) 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

  
20.05.2026

Fahad Ahmad Momtazi  
Registrar (in charge)  
Islamic Arabic University  
Mobile: 01705408001  
Email: iauregistr@gmail.com

Ref: IAU/REGI./ADMIN/PERSONAL/2018/13441 (8)

Date: 20.05.2026

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

- Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
- Director General, Passport & Immigration Department, Agargaon, 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.
- ICT Section (To Publish on the Website), Islamic Arabic University, Dhaka.
- Muhammad Akhlaqul Ambia, Assistant Registrar, IAU, Dhaka.
- Office Copy.

  
20.05.2026

Md. Ruhullah  
Assistant Registrar  
Islamic Arabic University