



Ref: IAU/REGI/ADMIN/PERSONAL/2018/13603

Date: 07 October 2026

OFFICE ORDER

The undersigned is directed to grant earned leave (Ex-Bangladesh) in favour of MD SHAH NEWAZ, Assistant Registrar, Islamic Arabic University, Dhaka for the purpose of visiting Spectacular place of Kingdom of Saudi Arabia (KSA) to perform Holy Umrah Hajj from 13/10/2026 to 24/10/2026 or 12 (twelve) days from the date of departure under the following 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 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

Prof. Dr. A. K. Md. Nurul Islam
Registrar (Addl. Incharge)
Islamic Arabic University
Mobile: 01705-408001
Email: iauregistr@gmail.com

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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.
- MD SHAH NEWAZ, Assistant Registrar, Islamic Arabic University, Dhaka.
- Office Copy.

Fahad Ahamad Momtazi
Deputy Registrar (Admin)
Islamic Arabic University