



Islamic Arabic University

Peoples Republic of Bangladesh, Ministry of Education

www.iau.edu.bd

House No.142/22B, Road no.03, Block No.01, Bachila, Mohaminadpur, Dhaka-1207

Memo no-IAU/Reg./Ad/2015/6835

Date: 23-10-2018

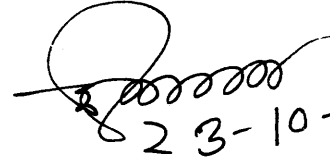
Order

Bangladesh leave is allowed under the following conditions for the country and time of the officer described below Islamic Arabic University, under Ministry of Education, Dhaka.

SL No	Name, Designation & Present Office	Country Name	Intention of Tour, Duration & Type of Leave
1	Zaved Ahmad Assistant Professor Islamic Arabic University	Saudi Arabia	For the purpose of performing the Holy Omra from the date of 25/10/2018 to 08/11/2018 cf after transfer the responsibility 15 days leave.

Conditions:

1. He can't stay in foreign country extra time that he permitted.
2. He will inform to the authority after return to the country.
3. He will get salary & allowance by his local currency.
4. There will remain no financial transaction of the University in this tour.
5. The tour expenditure has to show in the income tax description.


23-10-2018

Registrar (In-Charge)

Islamic Arabic University, Dhaka

Bangladesh

Date: 23-10-2018

Copy has sent for realizing & observation:

1. Secretary, Foreign Ministry, Shegun Bagicha, Dhaka.
2. Director General. Passport & Immigration Department, Agargoan, Dhaka.
3. VC's personal secretary, Islamic Arabic University, Dhaka.
4. Immigration Officer, immigration Department, Hazrat Shajala International Airport, Dhaka/ Hazrat Shah Amant International Airport.
5. Director, (Finance &Accounts), Islamic Arabic University, Dhaka.
6. ICT Branch, Islamic Arabic University, Dhaka.
7. Mr.