

REGISTRAR OFFICE

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iaudhaka@gmail.com

**ISLAMIC ARABIC UNIVERSITY**

House -124/22, Block-A, Road-03
West Dhanmandi, Bashila, Mohammadpur, Dhaka-1207.

Memo no-iau/Reg./Ad./2015/ 10271

Date: 12-12-2019

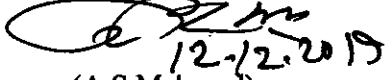
ORDER

The following officers of Islamic Arabic University, under Ministry of Education, Govt. of the People's Republic of Bangladesh, are allowed to take ex-Bangladesh leave under the following conditions:

Sl. No	Name Designation & Present office	Country Name	Purpose of Tour, Duration & Type of Leave
1	Dr. Md. Abu Hanifa Deputy Registrar Islamic Arabic University	Saudi Arabia	For the purpose of performing the holy Umrah from 20/12/2019 to 03/01/2020 or 15 days after transferring the responsibility.
2	Md. Zakir Hosain Assistant Registrar Islamic Arabic University	Saudi Arabia	For the purpose of performing the holy Umrah from 20/12/2019 to 03/01/2020 or 15 days after transferring the responsibility.

Conditions:

1. They will not stay in foreign country beyond approved period of time.
2. They will inform the authority after their return.
3. They will get their salary & allowance in local currency.
4. The tour expenditure should be shown in the income tax return.
5. Islamic Arabic University will not bear any expenditure in this regard.



12-12-2019
(A.S. Mahmud)
Registrar
Islamic Arabic University
01705408001

Memo no-iau/Reg./Ad./2015/ 10271 (4)

Date: 12-12-2019

Copy forwarded for your kind information and necessary action to (not as per seniority):

1. Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
2. Director General, Passport & immigration Department, Agargoan, Dhaka.
3. PS to VC, Islamic Arabic University. Dhaka.(for his kind information)
4. Immigration officer, immigration Department, Hazrat Shajalal International Air port, Dhaka/Hazrat Shah Amanat International Airport, chattagram.
5. Director (Finance & Accounts), Islamic Arabic University. Dhaka.
6. ICT Branch, Islamic Arabic University. Dhaka.
7. Mr.


12-12-19
(Dr. Md. Abu Hanifa)
Deputy Registrar
Islamic Arabic University.
01705408004