



Ref: IAU/REGI/ADMIN/PERSONAL/2019/20062

Date: 16.01.2020


Order

The following officer of Islamic Arabic University, under Ministry of Education, Govt. of the People's Republic of Bangladesh, is 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	Ajmira Sinthia Audit Officer Islamic Arabic University	Saudi Arabia	For the purpose of performing the holy Umrah from 20/01/2020 to 30/01/2020 or 11 days after transferring the responsibility.

Conditions:

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



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

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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, Agargaon, 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. Mrs.


20.02.2020
(Fahad Ahamad Momtazi)
Assistant Registrar
Islamic Arabic University.
01705408005