

Ref: IAU/REGI./ADMIN/PERSONAL/2018/11504

Date: 02/11/2022

ORDER

The following employee 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	MST. SURAIYA AKTAR Data entry operator Islamic Arabic University	India	For the purpose of visit historical place from the date of 23/12/2022 to 31/12/2022 or 09 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 his return.
3. She will get her 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.

By order of the Vice-chancellor



(Md. Razaul Hoque)

Registrar

Islamic Arabic University

Mobile: 01705408001


Email: iauregistr@gmail.com

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Date: 02/11/2022

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 Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
4. PS to Pro Vice Chancellor, Islamic Arabic University, Dhaka (For his kind information).
5. Immigration officer, immigration Department, Hazrat Shajalal International Air port/ Dhaka/port/Akhaura, Brahmanbaria/Benapol, Jessore/Tamabil, Sylhet/ Banglabanda, Panchagarh.
6. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
7. ICT, Islamic Arabic University, Dhaka.
8. Mst.



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