

REGISTRAR OFFICE

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**ISLAMIC ARABIC UNIVERSITY**

House -124/90/03, Block-B, Road-02
West Dhanmandi, Bashila, Mohammadpur, Dhaka-1231.

Ref: IAU/REGI./ADMIN/PERSONAL/2018/ 11636

Date: 12.12.2022

ORDER

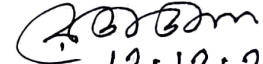
The following officer of Islamic Arabic University, under Ministry of Education, Govt. of The People's Republic of Bangladesh is allowed to take ex-Bangladesh leave under the following conditions:

Sl. No	Name, Designation & Present office	Country Name	Purpose of Tour, Duration & Type of Leave
1	Dr. Zaved Ahmad Assistant Professor Islamic Arabic University	Saudi Arabia	For the purpose of performing the Holy Umrah from the date of 14/12/2022 to 29/12/2022 or 16 days after transferring the responsibility.

Conditions:

1. He will not stay in foreign country beyond approved period of time.
2. He will inform the authority after his return.
3. He will get his 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


12.12.2022

(Md. Razaul Hoque)

Registrar

Islamic Arabic University

Mobile: 01705408001

Email: iauregistr@gmail.com

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Date: 12.12.2022

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.
6. Director (Finance & Accounts), Islamic Arabic University, Dhaka.
7. ICT, Islamic Arabic University, Dhaka.
8. Mr. Dr. Zaved Ahmad, Assistant Professor, Islamic Arabic University, Dhaka.


12.12.2022

(Md. Zakir Hossain)

Assistant Registrar

Islamic Arabic University