



Dhaka University of Engineering & Technology, Gazipur Gazipur-1707



Phone (Off.): 49274003, PHONE: 09666-328005, IP (L): 1005, Fax: 02-49274001-02, Email: reg_duet@duet.ac.bd, web: www.duet.ac.bd

Memo No.-DUET/Admin/Person//853/18/2546

Date : 14/09/2026

Office Order

The under signed is directed to convey the sanction in favor of the following officer of this University to travel outside Bangladesh during the Rest and Recreation Leave under the conditions mentioned in paragraph 02:

Name, Designation and Address	Name of the Country	Purpose of visit	Granted Leave
Mr. Mohammed Shipon Aktar Network Engineer Information & Communication Technology Cell Dhaka University of Engineering & Technology, Gazipur, Bangladesh. Passport No. BL0852665	Saudi Arabia	Performing Holy Umrah	20 September, 2026 to 04 October, 2026.

02. Terms and Conditions:

- He will not stay abroad more than the period granted for the purpose;
- All related expenses of this visit will be carried by himself;
- He will draw his usual pay and allowances from Bangladesh in local currency. No part of it should be drawn in foreign currency;
- There will be no financial involvement of the government of Bangladesh or the university regarding this visit;
- He must inform his controlling authority before leaving the country;
- The provision of Rule-34 of appendix-viii, BSR (Part-1) will be applicable in connection of his visit;
- He will submit the joining report along with the photocopy of his passport mentioning the arrival and departure date.

03. This order is issued with the approval of the Vice-Chancellor of this University.

14/09/2026
(Prof. Dr. Md. Mostaqur Rahman)
Registrar (Additional Charge)
Phone: 49274003 (Office)

Memo No.-DUET/Admin/Person/853/18/2546

Date : 14/09/2026

Copy: For kind information and necessary action (Not according to seniority) –

- PS to VC (For kind information of the Vice-Chancellor, DUET, Gazipur);
- PS to Pro-VC (For kind information of the Pro-VC, DUET, Gazipur);
- Senior Secretary/Secretary-Public Administration/Public Security Division/Security Services Division, Ministry of Home Affairs/Secondary and Higher Education Division/Ministry of Foreign Affairs, Bangladesh Secretariat, Dhaka;
- Embassy of the People's Republic of Bangladesh in Riyadh
8039 Dareen Street, Al Safarat, Riyadh 12512, Saudi Arabia;
- Embassy of Saudi Arabia, House 5 (NE) L, Road 83, Gulshan-2, Dhaka 1212, Bangladesh;
- Director General, Department of Immigration & Passport, Agargaon, Dhaka;
- Executive Director, CAAB, Hazrat Shah Jalal International Airport, Dhaka;
- Director, Foreign Currency Control Cell, Bangladesh Bank, Dhaka;
- Chairman, Information & Communication Technology Cell, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish into the university's website);
- Comptroller (Additional Charge), DUET, Gazipur;
- Mr. Mohammed Shipon Aktar, Network Engineer, Information & Communication Technology Cell DUET, Gazipur;
- Personal File/Guard Files.

14.09.2026
(Abdullah Al Mahmood)
Deputy Registrar, Establishment Section
Phone: 49274034-53, Extended -1111 (office)
E-mail : abdullah@duet.ac.bd