

**Dhaka University of Engineering & Technology, Gazipur**  
Gazipur-1707

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Memo No.-DUET/Admin/Per./419/06/Part-1/ **3505**

Date : 11/11/2025

**Revised Office Order**

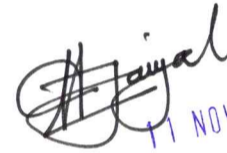
The under signed is directed to convey the sanction in favour of the following teacher of this university has been granted earned leave (ex-Bangladesh) under the following terms and conditions mentioned at para two:-

Name, Designation and Address	Purpose of visit	Name of the Country	Granted Leave
Professor Dr. Md. Sharafat Hossain Dept. of Electrical and Electronic Engineering Dhaka University of Engineering & Technology, Gazipur. Passport Number : A03680868	Personal Reason	Thailand	17/11/2025 to 13/12/2025 (27 days)
		Philippines	13/12/2025 (Afternoon) to 11/02/2026 (60 days)

**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 borne 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 travel;
- He must inform his controlling authority before leaving the country;
- The provision of Rule-34 of Appendix-viii, B.S.R (Part-1) will be applicable in connection of his travel.
- 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 competent authority.



11 NOV 2025


(Prof. Dr. Md. Abu Taiyab)  
Registrar (Additional Charge)  
Phone: 49274003 (Office)

Memo No.-DUET/Admin/Per./419/06/Part-1/ **3505**

Date : 11/11/2025

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

- PS to VC (For kind information of the honorable Vice-Chancellor, DUET, Gazipur);
- PS to Pro-VC (For kind information of the honorable 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 Bangladesh, House # 47/8, Ekamai Soi 30, Sukhumvit 63, Klongton Nua, Wattana, Bangkok 10110, Kingdom of Thailand Bangkok;
- Royal Thai Embassy, House # NW (I) #04, Road #58/62, Gulshan Model Town, Dhaka;
- Embassy of Bangladesh in Manila, 2nd Floor, HERCO Center, 114 Benavidez Street, Legaspi Village, Makati City, Metro Manila 1229, Philippines;
- Embassy of the Philippines in Dhaka, Road No. 14, House No. 10, Baridhara Diplomatic Zone, Dhaka 1212;
- Director General, Department of Immigration & Passports, Agargaon, Dhaka;
- Executive Director, CAAB, Hazrat Shah Jalal International Airport, Dhaka;
- Director, Foreign Currency Control Cell, Bangladesh Bank, Dhaka;
- Dean, Faculty of Electrical and Electronic Engineering, DUET, Gazipur;
- Head, Department of Electrical and Electronic Engineering, DUET, Gazipur;
- Professor Dr. Md. Sharafat Hossain, Dept. of EEE, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish the university's website);
- Comptroller (Additional Charge), DUET, Gazipur;
- Additional Comptroller (Current Charge), Audit Cell, DUET, Gazipur;
- Personal File/Guard Files.



11.11.2025

(Md. Mofizur Rahman)  
Additional Registrar  
Phone: 49274034-53 extended -1009 (office)  
Cell : 01741494420  
E-mail : mofizur@duet.ac.bd