



# Dhaka University of Engineering & Technology, Gazipur

Gazipur-1707

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Memo No.-DUET/Admin/Per./586/11/Part-1/1226

Date : 30/04/2025

## 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	Name of the Country	Purpose of visit	Granted Leave
Professor Dr. Md. Monirul Kabir Department of Electrical and Electronic Engineering Dhaka University of Engineering & Technology, Gazipur.	Japan	Personal Reason	01/05/2025 to 17/05/2025 (17 days)
	Malaysia		18/05/2025 to 28/06/2025 (42 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.

*Abul*  
30.04.2025

(Prof. Dr. Md. Abu Taiyab)  
Registrar (Additional Charge)  
Phone: 49274003 (Office)  
Date : 30/04/2025

Memo No.-DUET/Admin/Per./586/11/Part-1/1226

### 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 of Bangladesh, 3-29, Kioicho, Chiyoda-ku Tokyo 102-0094, Japan.
- Embassy of Japan in Bangladesh, Plot No. 5 & 7, Dutabash Rd, Dhaka 1212.
- Bangladesh High Commission, Block-1, Lorong Damai-7, Jalan Damai, 55000 Kuala Lumpur, Malaysia;
- Malaysian High Commission, Plot # 1 United Nations Road, Baridhara, 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 Mechanical Engineering, DUET, Gazipur;
- Head, Department of Electrical and Electronic Engineering, DUET, Gazipur;
- Professor Dr. Md. Monirul Kabir, Dept. of EEE, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish in the university's website);
- Comptroller (Additional Charge), DUET, Gazipur;
- Additional Comptroller (Current Charge), Audit Cell, DUET, Gazipur;
- Personal File/Guard Files

*Abul*  
30.04.25

(Md. Abdul Matin Bhuiya)  
Deputy Registrar, Council Section  
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Cell : 01718236699  
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