



Dhaka University of Engineering & Technology, Gazipur

Gazipur-1707

Phone (Off.): 49274003, PABX: 49274034-53 Extion: 1101, Fax: 02-49274001-02, Email: reg_duet@duet.ac.bd, web: www.duet.ac.bd

Memo No.-DUET/Admin/Per./523/10/Part-1/1224

Date : 30/04/2025

Office Order

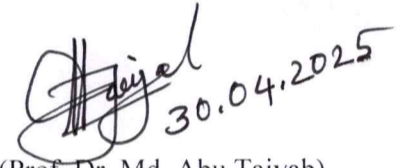
The under signed is directed to convey the sanction in favour of the following teacher of this university has been granted earned leave (ex-Bangladesh) under the following terms and conditions mentioned at para two:-

Name, Designation and Address	Name of the Country	Purpose of visit	Granted Leave
Professor Dr. Mohammad Zakaria Department of Textile 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.


30.04.2025

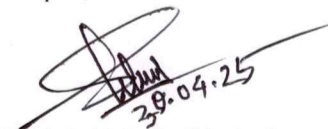
(Prof. Dr. Md. Abu Taiyab)
Registrar (Additional Charge)
Phone: 49274003 (Office)

Date : 30/04/2025

Memo No.-DUET/Admin/Per./523/10/Part-1/1224

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 Textile Engineering, DUET, Gazipur;
- Professor Dr. Mohammad Zakaria, Department of Textile Engineering, 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.


30.04.25

(Md. Abdul Matin Bhuiya)
Deputy Registrar, Council Section
Phone: 49274034-53 extended -1119 (office)
Cell : 01718236699
E-mail : matinbhuiya@duet.ac.bd