



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/Person/979/20/ 2483

Date : 17/08/2025

Office Order

The under signed is directed to convey the sanction in favour of the following Officer of this university that he has been granted Leave on duty under the following terms and conditions mentioned at paragraph Two:

| Name, Designation and Address | Name of the Country | Purpose of visit | Granted Leave |
|---|-------------------------------------|------------------------------|--|
| Mr. Abdullah Al Masum Imam, The Central Mosque Dhaka University of Engineering & Technology, Gazipur, Bangladesh. Passport No. BA0238632. | Kingdom of Saudi Arabia (KSA) | To perform the holy Umrah | 21 August, 2025 to 05 September, 2025 |

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 visit;
- 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 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 competent authority.

17 AUG 2025

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

Memo No.-DUET/Admin/Person/979/20/ 2483

Date : 17/08/2025

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 of the People's Republic of Bangladesh, Sulaimania Al-Waroud Quarters, North of Aruba Street, Riyadh, Saudi Arabia, P.O.Box-94395, Riyadh-11693 ;
- Royal Embassy of Saudi Arabia, House# 5 (NE) L, Road # 83, Gulshan # 2, Dhaka;
- 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;
- Director (Student Welfare), DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish into the university's website);
- Comptroller (Additional Charge), DUET, Gazipur;
- Mr. Abdullah Al Masum, Imam, Central Mosque, DUET, Gazipur;
- Personal File/Guard Files.

17.08.2025.

(Abdullah Al Mahmood)

Deputy Registrar
Establishment Section
IP (L) 8041, IP (D): 09666-328041
Cell : +8801916756602.
E-mail : abdullah@duet.ac.bd.