



Dhaka University of Engineering & Technology, Gazipur
Gazipur-1707

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Memo No.-DUET/Admin/Per./1082/23/ **4023**

Date : **23**/12/2025

Office Order

The undersigned is directed to convey the approval in favour of the following teacher of this university has been granted Extraordinary Leave without Pay under the following terms and conditions mentioned at para two:-

Name, Designation and Address	Name of the Country	Purpose of visit	Granted Leave
Ms. Anika Amzad Rachi Lecturer, Department of Architecture Dhaka University of Engineering & Technology, Gazipur. Passport Number : A15832778	USA	Personal Reason	12/01/2026 to 10/04/2026 (89 days)

02. Terms and Conditions:-

- She will not stay abroad more than the period granted for the purpose;
- All related expenses of this visit will be borne by herself;
- She will draw her 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;
- She 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 her visit.
- She will submit the joining report along with the photocopy of her passport mentioning the arrival and departure date.

03. This order is issued with the approval of the competent authority.

23 DEC 2025

(Prof. Dr. Md. Abu Taiyab)
Registrar (Additional Charge)
Phone: 49274003 (Office)
Date : **23**/12/2025

Memo No.-DUET/Admin/Per./1082/23/ **4023**

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;
- H.E. Bangladesh High Commission, 3510 International Drive, NW, Washington DC 20008, USA;
- H.E. Embassy of United State of America, Madani Avenue, Baridhara, 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;
- Dean, Faculty of Civil Engineering, DUET, Gazipur;
- Head, Department of Architecture, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish in the university's website);
- Ms. Anika Amzad Rachi, Department of Architecture, DUET, Gazipur;
- Compotroller (Additional Charge), DUET, Gazipur;
- Additional Compotroller (Current Charge), Audit Cell, DUET, Gazipur;
- Personal File/Guard File.

(Md. Mofizur Rahman)
Additional Registrar
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Cell : 01741494420
E-mail : mofizur@duet.ac.bd