

**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/ **1615**

Date : **17**/06/2025

**Office Order**

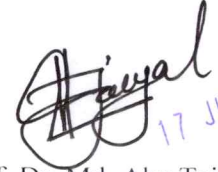
The under signed is directed to convey the sanction in favour of the following teacher of this university has been granted earned leave (ex-Bangladesh) under the following terms and conditions mentioned at para two:-

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.	Malaysia	Personal Reason	18/06/2025 (Afternoon) to 03/08/2025 (46 days)
	Singapore		04/08/2025 to 03/09/2025 (31 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.

  
17 JUN 2025

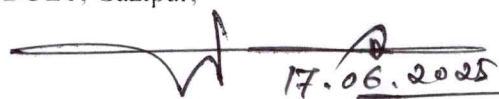
(Prof. Dr. Md. Abu Taiyab)  
Registrar (Additional Charge)  
Phone: 49274003 (Office)

Date : **17**/06/2025

Memo No.-DUET/Admin/Per./523/10/Part-1/ **1615**

**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;
- 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;
- High Commission of Bangladesh in Singapore  
Jit Poh Building #04-00 & 10-00, 19 Keppel Road, Singapore 089058, Singapore;
- Consulate of the Republic of Singapore  
Ventura Avenue (5th Floor), CWN(C)-8/B, Gulshan Ave, 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.

  
17.06.2025

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