



**Dhaka University of Engineering & Technology, Gazipur**  
Gazipur-1707

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Memo No.-DUET/Admin/Per./464/08/ **3689**

Date : **23/11/2025**

**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 02:-

| Name, Designation and Address  | Name of the Country | Purpose of visit                | Granted Leave                            |
|--|---------------------|---------------------------------|--|
| Professor Dr. Khurshida Sharmin<br>Department of Mechanical Engineering<br>Dhaka University of Engineering & Technology, Gazipur.<br>Passport Number : A13740788 | Singapore           | For her<br>medical<br>treatment | 01/12/2025<br>to 04/12/2025<br>(04 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 NOV 2025

(Prof. Dr. Md. Abu Taiyab)  
Registrar (Additional Charge)  
Phone: 49274003 (Office)  
Date : **23/11/2025**

Memo No.-DUET/Admin/Per./464/08/ **3689**

**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;
- 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 Mechanical Engineering, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish in the university's website);
- Professor Dr. Khurshida Sharmin, Department of ME, DUET, Gazipur;
- Compotroller (Additional Charge), DUET, Gazipur;
- Additional Compotroller (Current Charge), Audit Cell, DUET, Gazipur;
- Personal File/Guard Files.

  
23.11.2025

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