



Dhaka University of Engineering & Technology, Gazipur

Gazipur-1707

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Memo No.-DUET/Admin/Person/1042/22/ **3141**

Date: **08**/10/2025

Office Order

The undersigned is directed to convey the sanction in favour of the following teacher to travel outside Bangladesh of this University during the Rest and Recreation leave under the conditions mentioned in paragraph 02:

Name, Designation and Address	Name of the Country	Purpose of Visit	Granted Leave
Ms. Maria Jebin Lecturer Department of Architecture DUET, Gazipur. Passport No-A11878741	France and other Schengen countries	To participate in the Conference on the Smart and Sustainable Built Environment (SASBE 2025) and personal visit in some European countries.	31-10-2025 to 01-11-2025 (02 days) University Weekend & 02-11-2025 to 16-11-2025 (15 days) Rest and Recreation leave.

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 draw in foreign currency;
- There will be no financial involvement of the Government of Bangladesh or the university regarding this visit;
- She must inform her 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.


08 OCT 2025

(Prof. Dr. Md. Abu Taiyab)
Registrar (Additional Charge)
Phone: 49274003 (Office)
E-mail: reg_duet@duet.ac.bd

Date : **08**/10/2025

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Copy: For kind information and necessary action (Not according to seniority) –

- PS to VC (For kind information of the honorable Vice-Chancellor, DUET, Gazipur);
- APS to Pro-VC (For kind information of the honorable Pro-Vice Chancellor, DUET, Gazipur);
- Senior Secretary/Secretary-Public Administration/Home/Secondary and Higher Education Division/Ministry of Foreign Affairs, Bangladesh Secretariat, Dhaka;
- Embassy of the People's Republic of Bangladesh, Paris, 109 Av. Henri Martin, 75016 Paris, France;
- Embassy of France in Dhaka, Madani Avenue, Baridhara Diplomatic Enclave, 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 the university's website);
- Comptroller (Additional Charge), DUET, Gazipur;
- Additional Comptroller (Current Charge), Audit Cell, DUET, Gazipur;
- Ms. Maria Jebin, Lecturer, Department of Architecture, DUET, Gazipur;
- Personal File/Guard Files.


08.10.2025

(Md. Mofizur Rahman)
Additional Registrar
Phone: 49274034-53, Extended-1009 (Office)
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