



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

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Memo No.-DUET/Admin/Person/910/19/ 3383

Date : 30/10/2025

## Office Order

The under signed is directed to convey the sanction in favour of the following employee of this university that she 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
Mrs. Afruja Bilkis Senior Office Assistant cum Computer Operator Dhaka University of Engineering & Technology, Gazipur, Bangladesh. Passport No. A03516013.	India	Medical treatment	01 November, 2025 to 16 November, 2025  (Holiday and 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 carried 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 her controlling authority before leaving the country;
- The provision of Rule-34 of appendix-viii, BSR (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.

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

Memo No.-DUET/Admin/Person/910/19/ 3383

Date : 30/10/2025

### 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;
- High Commission for the People's Republic of Bangladesh  
EP-39, Dr. S. Radhakrishnan Marg, Chanakyapuri, New Delhi-100 021, India;
- High Commission of India, House # 2, Road # 142, Gulshan # 1, 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;
- Head, Industrial and Production Engineering Department, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish into the university's website);
- Comptroller (Additional Charge), DUET, Gazipur;
- Mrs. Afruja Bilkis, Senior office assistant cum computer operator, Dept. of IPE, DUET, Gazipur;
- Personal File/Guard Files.

(Abdullah Al Mahmood)  
Deputy Registrar, Establishment Section  
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