



Dhaka University of Engineering & Technology, Gazipur

Gazipur-1707.

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Memo No.-DUET/Admin/Per./391/2006/Part-3/2777

Date : 07/09/2025

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 Durga Puja vacation under the following terms and conditions mentioned at paragraph 02:

Name, Designation and Address	Name of the Country	Purpose of visit	Granted Leave
Professor Dr. Mohammad Abul Kashem Department of Computer Science & Engineering Dhaka University of Engineering & Technology, Gazipur.	Thailand & Malaysia	Personal Reason	26/09/2025 to 04/10/2025 (09 days) (Vacation of Durga Puja)

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 visit;
- 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 visit.
- 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.



07 SEP 2025

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

Date : 07/09/2025

Memo No.-DUET/Admin/Per./391/2006/Part-3/2777

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, House No. # 47/8, Ekamai Soi 30, Sukhumvit 63 Khlongton Nuea, Watthana, Bangkok, Thailand, Bangkok;
- H.E Thailand High Commission, QCXF+VVQ, Park Road, Baridhara K Block, Dhaka 1212;
- H.E Bangladesh High Commission, 8, Lorong Yap Kwan Seng, Kampung Baru, 50450 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia;
- High Commission of Malaysia, House No, 19 Road No. 6, Dhaka 1230;
- 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 Electrical and Electronic Engineering, DUET, Gazipur;
- Head, Department of Computer Science and Engineering, DUET, Gazipur;
- Professor Dr. Mohammad Abul Kashem, Dept. of CSE, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish the university's website);
- Compotroller (Additional Charge), DUET, Gazipur;
- Additional Compotroller (Current Charge), Audit Cell, DUET, Gazipur;
- Personal File/Guard File.



07.09.2025

(Md. Mofizur Rahman)
Additional Registrar

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