



Memo No.-DUET/Admin/Person/421/06/(Part-1)/1049

Date: 16/04/2026

### Office Order

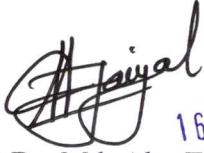
The undersigned is directed to convey the approval in favour of the following teacher to travel outside Bangladesh of this University during the Rest and Recreation leave under the conditions mentioned in paragraph 02:

Name, Designation and Address	Name of the Country	Purpose of Visit	Granted Leave
Prof. Dr. Mohammad Jakir Hossain Department of Electrical and Electronic Engineering DUET, Gazipur. Passport No: A00031449	The Kingdom of Saudi Arabia (KSA)	To Perform the holy Hajj	07-05-2026 to 21-05-2026 (15 days) Rest and Recreation Leave & 22-05-2026 to 06-06-2026 (16 days) Eid-ul-Azha Holiday

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 draw 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.

  
16 APR 2026

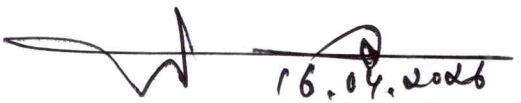
(Prof. Dr. Md. Abu Taiyab)  
Registrar (Additional Charge)  
Phone: 49274003 (Office)  
E-mail: reg\_duet@duet.ac.bd

Memo No.-DUET/Admin/Person/421/06/(Part-1)/1049

Date: 16/04/2026

**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, Sulaimania Al-Waroud Quarters, North of Aruba Street, Riyadh, Saudi Arabia, P.O. Box-94395, Riyadh-11693;
- Royal Embassy of Saudi Arabia, House # 5 (NE) L, Road # 83, Gulshan # 2, 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 Electrical and Electronic Engineering, DUET, Gazipur;
- Head, Department of Electrical and Electronic Engineering, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish the university's website);
- Prof. Dr. Mohammad Jakir Hossain, Dept. of Electrical and Electronic Engineering, DUET, Gazipur;
- Comptroller (Additional Charge), DUET, Gazipur;
- Additional Comptroller (Current Charge), Audit Cell, DUET, Gazipur;
- Personal File/Guard Files.

  
16.04.2026

(Md. Mofizur Rahman)  
Additional Registrar  
Phone: 49274034-53, Extended-1009 (Office)  
Cell: 01741494420  
Email: mofizur@duet.ac.bd