



# Dhaka University of Engineering & Technology, Gazipur

## Gazipur-1707

Phone (Off.): 49274003, PABX: 49274034-53 Extion: 1101, Fax: 02-49274001-02, Email: reg\_duet@duet.ac.bd, web: www.duet.ac.bd

Memo No.-DUET/Admin/Per./ 387/06/1205

Date : 30/04/2026

### Office Order

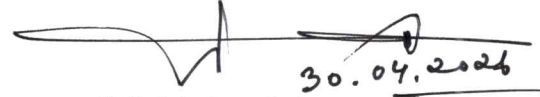
The undersigned is directed to convey the approval in favour of the following teacher of this university has been granted earned leave (ex-Bangladesh) vide memo no 37.00.0000.080.011.001.26.89 dated 30.04.2026, Ministry of Education Higher Education and Secondary Education Division under the following terms and conditions mentioned at para two:-

Name, Designation and Address	Name of the Country	Purpose of visit	Granted Leave
Professor Dr. Md. Arefin Kowser Pro-Vice-Chancellor Dhaka University of Engineering & Technology, Gazipur. Passport Number : A12583398	Kingdom of Saudi Arabia (KSA)	To perform the holy Hajj	03/05/2026 to 10/06/2026 (39 Days)

#### 02. Terms and Conditions:-

- All Expenses related to this travel will be borne by him. There will be no financial involvement of the Government of Bangladesh or the University in this regard.
- Returning back to the country he will inform the ministry;
- In his absence, Professor Dr. Mohammad Zoynal Abedin, Vice-Chancellor, Dhaka University of Engineering & Technology (DUET), Gazipur, Dhaka will perform the duty of Pro-Vice-Chancellor in addition to his regular responsibilities.

03. This order is issued with the approval of the competent authority.



(Md. Mofizur Rahman)

Additional Registrar

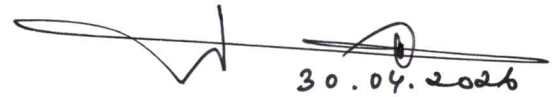
Phone: 49274003 (Office)

Date : 30/04/2026

Memo No.-DUET/Admin/Per./ 387/06/1205

#### 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;
- 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 Mechanical Engineering, DUET, Gazipur;
- Head, Department of Mechanical Engineering, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish the university's website);
- Comptroller (Additional Charge), DUET, Gazipur;
- Personal File/Guard File.



(Md. Mofizur Rahman)

Additional Registrar

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