



Dhaka University of Engineering & Technology, Gazipur

Gazipur-1707

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Memo No.-DUET/Admin/Person/842/18/1297

Date : 10/05/2026

Office Order

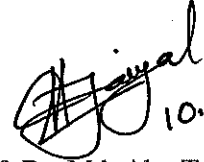
The under signed is directed to convey the sanction in favor of the following officer of this university that he has been granted leave on duty under the following terms and conditions mentioned at paragraph two :-

Name, Designation & Address	Name of the Country	Purpose of visit	Granted Leave
Mr. Md Selim Reza Assistant Director Director (Planning & Development) Office Dhaka University of Engineering & Technology, Gazipur Bangladesh. Passport No. A00020945	Nepal	Travel to Nepal for personal purposes	12 May, 2026 to 16 May, 2026

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 carried 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, BSR (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.


10.05.26


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

Memo No.-DUET/Admin/Person/842/18/1297

Date : 10/05/2026

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-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 in Nepal
Basundhara, Chakrapath, Kathmandu Municipality Ward No. 3 (Opposite to Nabil Bank, Dhapashi Branch), Kathmandu, Nepal;
- Embassy of Nepal, United Nations Road-02, Baridhara Diplomatic Enclave, Dhaka-1212;
- Director General, Department of Immigration & Passport, Agargaon, Dhaka;
- Executive Director, CAAB, Hazrat Shah Jalal International Airport, Dhaka;
- Director, Foreign Currency Control Cell, Bangladesh Bank, Dhaka;
- Director, Planning & Development Office, DUET, Gazipur;
- Project Director, M-DUET Project, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish into the university's website);
- Comptroller (Additional Charge), DUET, Gazipur;
- Mr. Md Selim Reza, Assistant Director (Planning & Development) Office, DUET, Gazipur;
- Personal File/Guard Files.


10.05.2026
(Abdullah Al Mahmood)

Deputy Registrar, Establishment Section