Dhaka University of Engineering & Technology, Gazipur
Gazipur-1707

Phone (Off.): 49274003, Phone IP (D): 09666-328005, IP (L): 1005, Fax: 02-49274001-02, Email: reg_duet@duet.ac.bd, web: www.duet.ac.bd

Memo No.-DUET/Admin/Per./629/12/3148 Date : 05/11/2026

Office Order

The under signed is directed to convey the sanction in favour of the following employee of this university has been granted earned leave (ex-Bangladesh) under the following terms and conditions mentioned at para 02:-

Name, Designation and Address	Name of the Country	Purpose of visit	Granted Leave
Ms. RUNA LAILA Accountant Comptroller Office, Dhaka University of Engineering & Technology, Gazipur, Bangladesh. Passport Number : A23618100	Malaysia & Singapore	To travel at Malaysia & Singapore (As a tourist)	06/11/2026 to 17/11/2026 (12 days)

02. Terms and Conditions:-

(a) She will not stay abroad more than the period granted for the purpose;
(b) All related expenses of this visit will be borne by her;
(c) She will draw her usual pay and allowances from Bangladesh in local currency, no part of it should be drawn in foreign currency;
(d) There will be no financial involvement of the Government of Bangladesh or the university regarding this travel;
(e) She must inform her controlling authority before leaving the country;
(f) The provision of Rule-34 of Appendix-viii, B.S.R (Part-1) will be applicable in connection of her visit.
(g) 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 Vice-Chancellor of this University.

05-11-2026

(Md. Mofizur Rahman)
Additional Registrar
Phone: 49274003 (Office)

Memo No.-DUET/Admin/Per./629/12/3148 Date : 05/11/2026

Copy: For kind information and necessary action (Not in order of seniority) –

01. PS to VC (For kind information of the honorable Vice-Chancellor, DUET, Gazipur);
02. PS to Pro-VC (For kind information of the honorable Pro-VC, DUET, Gazipur);
03. 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;
04. Bangladesh High Commission, Block-1, Lorong Damai-7, Jalan Damai, 55000 Kuala, Lumpur, Malaysia;
05. Malaysian High Commission, Plot # 1 United Nations Road, Baridhara, Dhaka-1212;
06. High Commission of Bangladesh in Singapore
    Jit Poh Building #04-00 &10-00, 19 Keppel Road, Singapore 089058, Singapore.
07. Consulate of the Republic of Singapore
    Ventura Avenue (5th Floor), CWN(C)-8/B, Gulshan Ave, Dhaka-1212.
08. Director General, Department of Immigration & Passports, Agargaon, Dhaka;
09. Executive Director, CAAB, Hazrat Shah Jalal International Airport, Dhaka;
10. Director, Foreign Currency Control Cell, Bangladesh Bank, Dhaka;
11. Director, Computer Center (To take necessary steps to publish into the university's website);
12. Compotroller, DUET, Gazipur;
13. Ms. Runa Laila, Accountant, Comptroller Office, DUET, Gazipur;
14. Personal File/Guard File.

05-11-2026

(Md. Mofizur Rahman)
Additional Registrar
Phone: 49274034-53 extended -1009 (office)
Cell : 01741494420
E-mail : mofizur@duet.ac.bd