



Dhaka University of Engineering & Technology, Gazipur

Gazipur-1707



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Memo No.-DUET/Admin/Person/748/15/2889

Date : 12/10/2026

Office Order

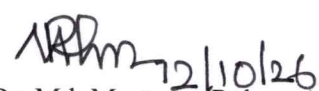
The under signed is directed to convey the sanction in favour of the following employee along with his wife (Tanjina Akter Sorna) and his daughter (Tasnim Jahan Anha) of this university that she has been granted leave on duty under the following terms and conditions mentioned at paragraph two:

Name, Designation and Address	Name of the Country	Purpose of visit	Granted Leave
Mr. Al Amin Office Assistant cum Computer Typist Shahid Tajuddin Ahmad Hall Dhaka University of Engineering & Technology, Gazipur, Bangladesh. Passport No. A1142057B.	India	Tourist	16 October 2026 to 24 October 2026 (Sree Sree Durga Puja & Holidays)

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 herself;
- 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 her 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 Vice-Chancellor of this University.

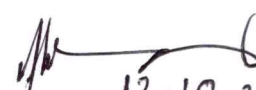

(Professor Dr. Md. Mostaqur Rahman)
Registrar (Additional Charge)
Phone: 49274003 (Office)

Memo No.-DUET/Admin/Person/748/15/2889

Date : 12/10/2026

Copy: For kind information and necessary action (Not according to seniority) –

- PS to VC (For kind information of the Vice-Chancellor, DUET, Gazipur);
- PS to Pro-VC (For kind information of the 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;
- High Commission for the People's Republic of Bangladesh, EP-39, Dr. S. Radhakrishnan Marg, Chanakyapuri, New Delhi-100 021, India;
- High Commission of India, House # 2, Road # 142, Gulshan # 1, 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;
- Provost, STA Hall, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish into the university's website);
- Compotroller, DUET, Gazipur;
- Mr. Al Amin, Office Assistant cum Computer Typist, STA Hall, DUET, Gazipur;
- Personal File/Guard Files.


12.10.2026