



**Dhaka University of Engineering & Technology, Gazipur**  
Gazipur-1707



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Memo No.-DUET/Admin/Person/542/10/৬২২

Date : ০৯/০৩/২০২৩

### Office Order

On the approval of the Vice-Chancellor, the undersigned is directed to convey the sanction in favour of Mr. Md. Helal Uddin Khan, Senior Automechanic Grade-2 in the Office of the Director (Transport) of this University to visit Kingdom of Saudi Arabia (KSA) due to perform the holy Umrah during March 11-26, 2023. In this regard there will be no financial implication in the local or foreign currencies of the University or the People's Republic of Bangladesh.

2. This order has been issued as per the power given in the Prime Minister's Office order vide memo No 03.069.025.06.00.003.20011-144 (500); Date: 19/06/2011.

  
09.03.2023  
(Abdullah Al Mahmood)

Deputy Registrar, Establishment Section  
Phone: 49274034-53, Extended -1111 (office)

Cell : 01916-756602

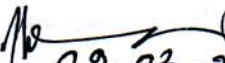
E-mail : abdullah@duet.ac.bd

Date : ০৯/০৩/২০২৩

Memo No.-DUET/Admin/Person/542/10/৬২২

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

01. PS to VC (For kind information of the honorable Vice-Chancellor, DUET, Gazipur);
02. APS to Pro-VC (For kind information of the honorable Pro-VC, DUET, Gazipur);
03. Senior Secretary/Secretary-PublicAdministration/Home/Secondary and Higher Education Division/Ministry of Foreign Affairs, Bangladesh Secretariat, Dhaka;
04. 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;
05. Royal Embassy of Saudi Arabia, House # 5 (NE) L, Road # 83, Gulshan # 2, Dhaka;
06. Director General, Department of Immigration & Passports, Agargaon, Dhaka;
07. Director, CAAB, Hazrat Shah Jalal International Airport, Dhaka;
08. Director, Foreign Currency Control Cell, Bangladesh Bank, Dhaka;
09. Director, Computer Center, DUET, Gazipur; (To take necessary steps to publish the university's website);
10. Director (Transport), DUET, Gazipur;
11. Comptroller (Incharge), Comptroller Office, DUET, Gazipur;
12. Additional Comptroller (Current Charge), Audit Cell, DUET, Gazipur;
13. Mr. Md. Helaluddin Khan, Senior Automechanic Grade-2, Director (Transport) Office, DUET, Gazipur;
14. Personal File/Guard Files

  
09.03.2023  
(Abdullah Al Mahmood)

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