



# 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./583/11/ **3076**

Date : **05/10/2025**

### 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 two:-

Name, Designation and Address	Name of the Country	Purpose of visit	Granted Leave
Mr. Md. Firoz Alom Assistant Technical Officer Department of Civil Engineering Dhaka University of Engineering & Technology, Gazipur. Passport Number : B00412603	Kingdom of Saudi Arabia (KSA)	To perform the holy Umrah	07/10/2025 to 05/11/2025 (30 days)

#### 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 borne 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 travel;
- He must inform his controlling authority before leaving the country;
- The provision of Rule-34 of Appendix-viii, B.S.R (Part-1) will be applicable in connection of his travel.
- 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.

  
05 OCT 2025

(Prof. Dr. Md. Abu Taiyab)  
Registrar (Additional Charge)  
Phone: 49274003 (Office)  
Date : **05/10/2025**

Memo No.-DUET/Admin/Per./583/11/ **3076**

#### 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;
- Director, Computer Center (To take necessary steps to publish into the university's website);
- Head, Dept. of Civil Engineering, DUET, Gazipur;
- Comptroller, DUET, Gazipur;
- Additional Comptroller (Current Charge), Audit Cell, DUET, Gazipur;
- Mr. Md. Firoz Alom, Assistant Technical Officer, Dept. of Civil Engineering, DUET, Gazipur;
- Personal File/Guard File.

  
05.10.2025  
(Abdullah Al Mahmood)

Deputy Registrar, Establishment Section  
Cell : 01916-756602  
E-mail : abdullah@duet.ac.bd