



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./464/08/Part-1/ **2456**

Date : **02/09/2026**

Office Order

The undersigned is directed to convey the approval in favour of the following teacher 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
Professor Dr. Khurshida Sharmin Department of Mechanical Engineering Dhaka University of Engineering & Technology, Gazipur. Passport Number : A13740788	China	For her medical treatment	07/09/2026 to 12/09/2026 (06 days)

02. Terms and Conditions:-

- She will not stay abroad more than the period granted for the purpose;
- All related expenses of this visit will be borne by herself;
- She will draw her 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;
- She 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 her visit.
- 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 competent authority.


(Prof. Dr. Md. Mostaqur Rahman)
Registrar (Additional Charge)
Phone: 49274003 (Office)
Date : **02/09/2026**

Memo No.- DUET/Admin/Per./464/08/Part-1/ **2456**

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, Beijing, China, 42 Guang Hua Lu, Chaoyang District, Beijing-100600, People's Republic of China.
- Embassy of the People's Republic of China, QCXC+J8Q, Plot 2 & 4 Embassy Road, Dhaka-1212.
- 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;
- Dean, Faculty of Mechanical Engineering, DUET, Gazipur;
- Head, Department of Mechanical Engineering, DUET, Gazipur;
- Professor Dr. Khurshida Sharmin, Department of ME, DUET, Gazipur;
- Comptroller (Additional Charge), DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish in the university's website);
- Personal File/Guard File.


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