



Dhaka University of Engineering & Technology, Gazipur
Gazipur-1707

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Memo No.-DUET/Admin/Per./737/15/2613

Date : 26 /08/2025

Office Order

The under signed is directed to convey the sanction 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
Ms. Sumita Ghosh Assistant Profesor, Department of Mathematics Dhaka University of Engineering & Technology, Gazipur. Passport Number : A12379965	India	For her medical treatment	30/08/2025 to 04/10/2025 (36 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 her;
- 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 travel;
- She must inform her 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. Abu Taiyab)
Registrar (Additional Charge)
Phone: 49274003 (Office)
Date : 26 /08/2025

Memo No.-DUET/Admin/Per./737/15/2613

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;
- 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, Banapole Land Port, Bangladesh Land Port Authority, Sharsha, Jessore;
- Director, Foreign Currency Control Cell, Bangladesh Bank, Dhaka;
- Dean, Faculty of Science, DUET, Gazipur;
- Head, Department of Department of Mathematics, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish in the university's website);
- Compotroller (Additional Charge), DUET, Gazipur; +
- Additional Compotroller (Current Charge), Audit Cell, DUET, Gazipur;
- Ms. Sumita Ghosh, Assistant Profesor, Department of Mathematics, DUET, Gazipur;
- Personal File/Guard Files.

(Md. Mofizur Rahman)
Additional Registrar
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