



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

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Memo No.-DUET/Admin/Per./552/10/1152

Date : 27/04/2026

**Office Order**

The under signed is directed to convey the sanction in favour of the following officer 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. Sahana Afrouz Senior Assistant Registrar (Exam.) Controller of Examinations Office Dhaka University of Engineering & Technology, Gazipur, Bangladesh. Passport Number : A08600459	The Kingdom of Saudi Arabia & Australia	To perform the holy Hajj & Travel to Australia. (Personal Reasons)	05/05/2026 to 29/07/2026 (86 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 : 27/04/2026

Memo No.-DUET/Admin/Per./552/10/1152

**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;
- H.E Bangladesh High Commission, 57 Culgoa Circuit, O'Malley ACT 2606, Australia;
- H.E Australian High Commission, 184, Gulshan Avenue, Gulshan, 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;
- Controller of Examinations, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish in the university's website);
- Comptroller (Additional Charge), DUET, Gazipur;
- Ms. Sahana Afrouz, Senior Assistant Registrar (Exam.)  
Controller of Examinations Office, DUET, Gazipur;
- Personal File/Guard File.

(Abdullah Al Mahmood)  
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