



Dhaka University of Engineering & Technology, Gazipur
Gazipur-1707

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Memo No.-DUET/IP /158/04/1143

Date : 26/04/2026

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. Ummey Rayhan Department of Chemistry Dhaka University of Engineering & Technology, Gazipur. Passport Number : A20155442	The Kingdom of Saudi Arabia	To perform the holy Hajj.	02/05/2026 to 11/06/2026 (41 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 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;
- 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 travel.
- She 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.



26 APR 2026

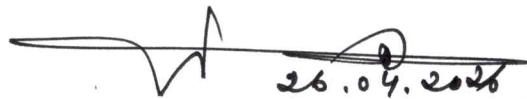
(Prof. Dr. Md. Abu Taiyab)
Registrar (Additional Charge)
Phone: 49274003 (Office)

Date : 26/04/2026

Memo No.- DUET/IP /158/04/1143

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;
- Dean, Faculty of Science, DUET, Gazipur;
- Head, Department of Chemistry, DUET, Gazipur;
- Director, Computer Center (To take necessary steps to publish the university's website);
- Professor Dr. Ummey Rayhan, Dept. of Chemistry, DUET, Gazipur;
- Comptroller (Additional Charge), DUET, Gazipur;
- Personal File/Guard File.



26.04.2026

(Md. Mofizur Rahman)
Additional Registrar
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