



Dhaka University of Engineering & Technology, Gazipur
Gazipur-1707

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Memo No.-DUET/Admin/Person/821/17/ 318

Date: 29 /01/2026

Office Order

The undersigned is directed to convey the approval in favour of the following teacher to travel outside Bangladesh of this University during the Rest and Recreation leave under the conditions mentioned in paragraph 02:

Name, Designation and Address	Name of the Country	Purpose of Visit	Granted Leave
Dr. Mir Md. Fazle Rabbi Assistant Professor Department of Humanities and Social Sciences, DUET, Gazipur. Passport No: A17131185	The Kingdom of Saudi Arabia (KSA)	To Perform the holy Umrah Hajj	09-02-2026 to 23-02-2026 (15 days) Rest and Recreation leave

02. Terms and Conditions:

- (a) He will not stay abroad more than the period granted for the purpose;
- (b) All related expenses of this visit will be borne by himself;
- (c) He will draw his usual pay and allowances from Bangladesh in local currency. No part of it should be draw in foreign currency;
- (d) There will be no financial involvement of the Government of Bangladesh or the university regarding this visit;
- (e) He must inform his controlling authority before leaving the country;
- (f) The provision of Rule-34 of Appendix-viii, B.S.R (Part-1) will be applicable in connection of his visit.
- (g) 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.

29 JAN 2026

(Prof. Dr. Md. Abu Taiyab)
Registrar (Additional Charge)
Phone: 49274003 (Office)
E-mail: reg_duet@duet.ac.bd

Memo No.-DUET/Admin/Person/821/17/ 318

Date: 29 /01/2026

Copy: For kind information and necessary action (Not according to seniority) –

1. PS to VC (For kind information of the honorable Vice-Chancellor, DUET, Gazipur);
2. APS to Pro-VC (For kind information of the honorable Pro-Vice Chancellor, DUET, Gazipur);
3. Senior Secretary/Secretary-Public Administration/Home/Secondary and Higher Education Division/Ministry of Foreign Affairs, Bangladesh Secretariat, Dhaka;
4. 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;
5. Royal Embassy of Saudi Arabia, House # 5 (NE) L, Road # 83, Gulshan # 2, Dhaka;
6. Director General, Department of Immigration & Passports, Agargaon, Dhaka;
7. Executive Director, CAAB, Hazrat Shah Jalal International Airport, Dhaka;
8. Director, Foreign Currency Control Cell, Bangladesh Bank, Dhaka;
9. Dean, Faculty of Science, DUET, Gazipur;
10. Head, Department of Humanities and Social Sciences, DUET, Gazipur;
12. Director, Computer Center (To take necessary steps to publish the university's website);
13. Comptroller (Additional Charge), DUET, Gazipur;
14. Additional Comptroller (Current Charge), Audit Cell, DUET, Gazipur;
11. Dr. Mir Md. Fazle Rabbi, Assistant Professor Department of Humanities and Social Sciences, DUET, Gazipur;
15. Personal File/Guard Files.

29.01.2026

(Md. Mofizur Rahman)
Additional Registrar
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