



# Dhaka University of Engineering & Technology, Gazipur

Gazipur-1707

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Memo No. DUET/Admin/Person/1046/22/ **261**

Date : **27** /01/2026

## Office Order

The under signed is directed to convey the sanction in favor of the following employee of this university that he has been granted leave under the following terms and conditions mentioned at paragraph two :

Name, Designation and Address	Name of the Country	Purpose of visit	Granted Leave
Mr. Mahmudul Hossain Section Officer Dhaka University of Engineering & Technology, Gazipur, Bangladesh. Passport No. A09613610.	Saudi Arabia	Travel to the Kingdom of Saudi Arabia for the purpose of performing the holy Umrah as an accompanying attendant to his mother Mst. Jahanara Khatun, Passport No. A09627550.	02 February, 2026 to 16 February, 2026 (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 carried by himself;
- (c) He will draw his usual pay and allowances from Bangladesh in local currency. No part of it should be drawn 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, BSR (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.

**27.01.2026**  
(Prof. Dr. Md. Abu Taiyab)  
Registrar (Additional Charge)  
Phone: 49274003 (Office)

Memo No. DUET/Admin/Person/1046/22/ **261**

Date : **27** /01/2026

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

01. PS to VC (For kind information of the honorable Vice-Chancellor, DUET, Gazipur);
02. PS to Pro-VC (For kind information of the honorable Pro-VC, DUET, Gazipur);
03. 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;
04. Embassy of the People's Republic of Bangladesh in Riyadh  
8039 Daren Street, Al Safarat, Riyadh 12512, Saudi Arabia;
05. Royal Embassy of Saudi Arabia  
House 5 (NE) L, Road 83, Gulshan-2, Dhaka 1212, Bangladesh;
06. Director General, Department of Immigration & Passport, Agargaon, Dhaka;
07. Executive Director, CAAB, Hazrat Shah Jalal International Airport, Dhaka;
08. Director, Foreign Currency Control Cell, Bangladesh Bank, Dhaka;
09. Director, Planning & Development Office , DUET, Gazipur;
10. Director, Computer Center (To take necessary steps to publish into the university's website);
11. Comptroller (Additional Charge), DUET, Gazipur;
12. Mr. Mahmudul Hossain, Section Officer, DUET, Gazipur;
13. Personal File / Guard Files.

**27.01.2026**  
(Abdullah Al Mahmood)

Deputy Registrar, Establishment Section  
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