Dhaka University of Engineering & Technology, Gazipur
Gazipur-1707

Phone (Off.): 49274003, Phone IP (D): 09666-328005, IP (L): 1005, Fax: 02-49274001-02, Email: reg_duet@duet.ac.bd, web: www.duet.ac.bd

Memo No.-DUET/Admin/Per./1112/24/3124 Date : 04/11/2026

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. Adila Tahsin Sara Lecturer, Department of Architecture Dhaka University of Engineering & Technology, Gazipur. Passport Number : A19356884	Japan	To Attend The Winter School 2026 Programme & Personal visit.	06/11/2026 to 14/11/2026 (09 days)

02. Terms and Conditions:-

(a) She will not stay abroad more than the period granted for the purpose;
(b) All related expenses of this visit will be borne by her;
(c) She will draw her 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 travel;
(e) She must inform her 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 her visit.
(g) 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.

04/11/26
(Prof. Dr. Md. Mostaqur Rahman)
Registrar (Additional Charge)
Phone: 49274003 (Office)

Memo No.-DUET/Admin/Per./1112/24/3124 Date : 04/11/2026

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 Bangladesh, 3-29, Kioicho, Chiyoda-ku Tokyo 102-0094, Japan.
05. Embassy of Japan in Bangladesh, Plot No. 5 & 7, Dutabash Rd, Dhaka 1212.
06. Director General, Department of Immigration & Passports, Agargaon, Dhaka;
07. Executive Director, CAAB, Hazrat Shah Jalal International Airport, Dhaka;
08. Director, Foreign Currency Control Cell, Bangladesh Bank, Dhaka;
09. Dean, Faculty of Civil Engineering, DUET, Gazipur;
10. Head, Department of Architecture, DUET, Gazipur;
11. Director, Computer Center (To take necessary steps to publish in the university's website);
12. Compotroller (Additional Charge), DUET, Gazipur;
13. Ms. Adila Tahsin Sara, Lecturer, Department of Architecture, DUET, Gazipur;
14. Personal File/Guard File.

04.11.2026
(Md. Mofizur Rahman)
Additional Registrar
Phone: 49274034-53 extended -1009 (office)
Cell : 01741494420
E-mail : mofizur@duet.ac.bd