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

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Memo No.-DUET/Admin/Per./534/10/Part-1/3161 Date : 08 /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 02:-

| Name, Designation and Address | Name of the Country | Purpose of visit | Granted Leave |
|---|---|---|---|
| Professor Dr. Md. Mahmudur Rahman<br>Department of Electrical and Electronic Engineering<br>Dhaka University of Engineering & Technology, Gazipur.<br>Passport Number : A08760443 | The Kingdom of Saudi Arabia | To perform the holy Umrah. | 16/12/2026<br>to 29/12/2026<br>(14 days) |

**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 drawn in foreign currency;
(d) There will be no financial involvement of the Government of Bangladesh or the university regarding this travel;
(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 travel.
(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.

08/11/26
(Prof. Dr. Md. Mostaqur Rahman)
Registrar (Additional Charge)
Phone: 49274003 (Office)

Memo No.-DUET/Admin/Per./534/10/Part-1/ 3161 Date : 08/11/2026

**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 the People's Republic of Bangladesh, Sulaimania Al-Waroud Quarters North of Aruba Street, Riyadh, Saudi Arabia, P.O.Box-94395, Riyadh-11693;
05. Royal Embassy of Saudi Arabia, House # 5 (NE) L, Road # 83, Gulshan # 2, Dhaka;
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 Electrical and Electronic Engineering, DUET, Gazipur;
10. Head, Department of Electrical and Electronic Engineering, DUET, Gazipur;
11. Professor Dr. Md. Mahmudur Rahman, Department of EEE, DUET, Gazipur;
12. Director, Computer Center (To take necessary steps to publish the university's website);
13. Compotroller (Additional Charge), DUET, Gazipur;
14. Personal File/Guard File.

08.11.2026
(Md. Mofizur Rahman)
Additional Registrar
Phone: 49274034-53 extended -1009 (office)
Cell : 01741494420
E-mail : mofizur@duet.ac.bd