Gazipur Digital University
Kaliakair, Gazipur-1750
Registrar Office
Human Resource Development Branch
www.bdu.ac.bd

Record Number: 37.01.3305.000.039.18.0001.25.55 Date: 28 May 2025

Office Order

The undersigned is directed to convey the sanction of the Vice Chancellor in favor of **TANJIM TAHARAT AURPA** , D/O. Md Joynal Abedin, holding Passport no. A04000207, is working as a Lecturer and Chairman (Acting) at the Department of Data Science and Engineering at Gazipur Digital University. She has been granted 09 (nine) days earned leave (Ex-Bangladesh) as per the rules of the university to visit and stay in Sri Lanka from 09 June to 17 June 2025 under the following terms & conditions:

Conditions:

a) The university or the Government of the People's Republic of Bangladesh will not bear any expenses regarding this tour.
b) She will draw her usual pay and allowances in local currency.
c) In her absence, Lecturer Sharad Hasan, Department of Data Science and Engineering, will perform the chairman's routine duty in addition to his own duty.
d) After the visit, She will join his respective Department and inform this office.

2. This order is issued with the approval of the competent authority.

28-05-2025
Mohammad Ataur Rahman Khan
Registrar

Record Number: 37.01.3305.000.039.18.0001.25.55/1 (9) Date: 28 May 2025

Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. Immigration Officer, Hazrat Shahjalal International Airport (HSIA);
2. Visa Authority, High Commission of Sri Lanka, Dhaka, Bangladesh.;
3. Dean, Faculty of Software and Machine Intelligence Engineering, Gazipur Digital University;
4. Chairman, Department of Data Science and Engineering, Gazipur Digital University, ;
5. Director (Finance & Accounts), Gazipur Digital University;
6. Tanjim Taharat Aurpa, Lecturer, Department of Data Science and Engineering, Gazipur Digital University;
7. PS to VC, Vice-Chancellor's Office, Gazipur Digital University;
8. Section Officer, Treasurer’s Office, Gazipur Digital University and

9. Office Copy, / Personal File.





28-05-2025
Syed Hasibul Akhfer
Section Officer