



No. BUTEX/Admin-1(136)/2019/

Date : 12/03/2025

**OFFICE ORDER**

This is to notify that the Vice-Chancellor of the Bangladesh University of Textiles is pleased to give permission from 26/03/2025 to 08/04/2025 in favour of **Tabassum Ferdous**, Assistant Professor in the Department of Wet Process Engineering under the Faculty of Textile Chemical Engineering of this University to visit India for personal purpose with earned leave from 06/04/2025 to 08/04/2025. She will bear all the expenses for the said visit and as such, the Bangladesh University of Textiles or the Government of the People's Republic of Bangladesh will have no financial obligation in this regard.

This notification is issued as per University leave rules and the circular from the Prime Minister's Office, Govt. of the People's Republic of Bangladesh, Memo No. 03.069.025.06.00.003.2011-144(500), dated 19/06/2011, 05/03/1418 Bangla.

Sd/-

(Professor Dr. Rasheda Begum Dina)  
Registrar (Additional Charge)  
Phone: 48112442

No. BUTEX/Admin-1(136)/2019/261

Date : 12/03/2025

**Copy for information and necessary action to (not in order to seniority):**

1. Senior Secretary, Ministry of Public Administration, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka-1000.
2. Senior Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Segun Bagicha, Dhaka-1000.
3. Secretary, Secondary and Higher Education Division, Ministry of Education, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka-1000.
4. Secretary, Public Security Division/Security Services Division, Ministry of Home Affairs, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka-1000.
5. Director General, Immigration and Passport, Govt. of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Textile Chemical Engineering, BUTEX, Dhaka.
7. Head, Department of Wet Process Engineering, BUTEX, Dhaka.
8. Controller, Office of the Controller of Examinations, BUTEX, Dhaka.
9. Deputy Director, Office of the Finance & Accounts, BUTEX, Dhaka.
10. Programmer, ICT Cell (With a request to publish the office order at BUTEX website), BUTEX, Dhaka.
11. Tabassum Ferdous, Assistant Professor, Department of Wet Process Engineering, BUTEX, Dhaka.
12. Immigration Officer, Hazrat Shahjalal International Airport, Kurmitola, Dhaka/Benapole Check Post, Bangladesh.
13. PS to VC, VC Office (Honorable VC's kind information), BUTEX.
14. Personal/Relevant file.

(Mohammad Sharifur Rahman)  
Deputy Registrar (HR)