



Memo. No. BUTEX/Admin-1(071)/2016/844

Date : 28/07/2025

**OFFICE ORDER**

This is to notify that the Vice-Chancellor of the Bangladesh University of Textiles is pleased to give permission with earned leave from 29/07/2025 to 26/10/2025 in total 90 days favour of **Mr. Tanjheel Hasan Mahdi**, Assistant Professor in the Department of Textile Machinery Design and Maintenance under the Faculty of Science & Engineering of this University to visit USA for higher studies. He 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.

 28.07.25

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

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**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 Science & Engineering, BUTEX.
7. Head, Department of Textile Machinery Design and Maintenance, BUTEX.
8. All Head of the Offices, BUTEX, Dhaka.
9. Mr. Tanjheel Hasan Mahdi, Assistant Professor, Department of Textile Machinery Design and Maintenance, BUTEX, Dhaka.
10. Programmer, ICT Cell (With a request to publish the office order at BUTEX website), BUTEX, Dhaka.
11. PS to VC, VC Office (For Honorable VC's kind information), BUTEX, Dhaka.
12. Immigration Officer, Hazrat Shahjalal International Airport, Kurmitola, Dhaka, Bangladesh.
13. Personal/Relevant file.

(Mohammad Sharifur Rahaman)  
Deputy Registrar (HR)