



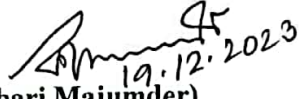
Memo. No. BUTEX./Admin-1 (028)/2011/1139

Date : 19/12/2023

### OFFICE ORDER

This is to notify that the Vice-Chancellor of the Bangladesh University of Textiles is pleased to give permission from 22/12/2023 to 01/02/2024 (42 days) in favour of **Dr. Mahmuda Akter, Associate Professor** in the Department of Apparel Engineering under the Faculty of Fashion Design & Apparel Engineering of this University to visit Turkey for Family purpose with earned leave on full average pay from 01/01/2024 to 28/01/2024 and half average pay from 29/01/2024 to 01/02/2024 in total 32 days. 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.

2. In absence of her, Professor Dr. Kaniz Farhana, Department of Apparel Engineering, BUTEX, will perform her (Dr. Mahmuda Akter) duty in addition to her regular duty.
3. This notification is issued as per the Memo No. 03.069.025.06.00.003.2011-144(500), dated 19/06/2011, 05/03/1418 Bangla, of the Prime Minister Office, Govt. of the People's Republic of Bangladesh.

  
(Kabari Majumder)  
Registrar  
Phone: 48112442

Memo. No. BUTEX./Admin-1 (028)/2011/

Date : 19/12/2023

#### **Copy for information and necessary action to:**

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 Fashion Design & Apparel Engineering, BUTEX, Dhaka.
7. Head, Department of Apparel Engineering, BUTEX, Dhaka.
8. Professor Dr. Kaniz Farhana, Department of Apparel Engineering, BUTEX, Dhaka.
9. Dr. Mahmuda Akter, Associate Professor & Head, Department of Apparel Engineering, BUTEX, Dhaka.
10. Deputy Director, Office of the Finance & Accounts, BUTEX, Dhaka.
11. In-Charge, ICT cell (With a request to publish the office order at BUTEX website), BUTEX, Dhaka.
12. All Head of the Offices, BUTEX, Dhaka.
13. PS to VC, VC Office. Honorable VC's kind information, BUTEX, Dhaka.
14. Immigration Officer, Hazrat Shahjalal International Airport, Kurmitola, Dhaka, Bangladesh.
15. Personal/Relevant file.

(Mohammad Arifur Rahaman)  
Assistant Registrar