



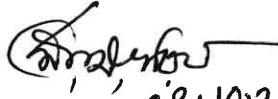
BOU/Admin-3(647)/14/ ৭৪০৪

Date: 23 Ashwin 1432  
08 October 2025

## Office Order

This is to notify that the Vice-Chancellor of Bangladesh Open University (BOU) has granted earned leave from 11 October, 2025 to 04 November, 2025 and given permission to **Md. Rayhan Sarker Roton**, Driver Grade-3, Transport Section, Administration Division, BOU to visit India. He will bear all the expenses for the said visit and as such the Bangladesh Open University will have no financial obligations in this regard. He will be accompanied by his mother Mst Hena Bibi.

This notification is issued as authorized by letter No. 03.069.025.06.00.003.2011-144 (500) dt 19.06.2011 of the Office of the Prime Minister, Government of the People's Republic of Bangladesh.

  
08.10.2025

Md. Abdul Karim  
Joint Director (Personnel)

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়	
কম্পিউটার বিভাগ	
সিস্টেম ম্যানেজার/পরিচালক এর কার্যালয়	
ডায়েরী নং.....	৬৫৭৫
তারিখঃ.....	৮/১০/২০২৫
সিস্টেম এনালিস্ট/ডেপুটি সিস্টেম এনালিস্ট/ওয়েব মাস্টার/ সহঃ প্রোগ্রামার/ASANA	
সহঃ সিস্টেম এনালিস্ট/হার্ডওয়্যার ইঞ্জিনিয়ার/HME	
সহঃ পরিচালক/সহকারী প্রোগ্রামার/AHME	

Copy forwarded for information & necessary action :

1. Senior Secretary, Chancellor's Secretariat, Bangladesh Secretariat, Dhaka;
2. Senior Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh;
3. Senior Secretary, Ministry of Home Affairs, Govt. of the People's Republic of Bangladesh;
4. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh;
5. Senior Secretary, Ministry of Public Administration, Govt. of the People's Republic of Bangladesh;
6. Secretary, University Grants Commission, Agargaon, Ser-E-Bangla Nagar, Dhaka-1207;
7. Director, Foreign Exchange Division, Bangladesh Bank, Dhaka;
8. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh;
9. Director, Finance and Accounts Division, BOU, Gazipur;
10. Visa Officer, The Indian High Commission, Dhaka;
11. System Manager/Director, Computer Division, BOU (Please take necessary action to upload the office order on BOU Website);
12. Immigration Officer, Hazrat Shah Jalal International Air-port, Dhaka/ Dorshona/ Benapole/ Haridaspur/Changra Bandha/Burimary/ Dawki, Tamabil/ Sonamoszid Checkpost, Bangladesh;
13. Joint Director, Transport Section, Administration Division, BOU;
- ✓ 14. **Md. Rayhan Sarker Roton**, Driver Grade-3, Transport Section, Administration Division, BOU;
15. PS to VC (for VC's kind information), VC's office, BOU, Gazipur;
16. PA to Registrar, BOU;
17. BOU Website address: <http://www.bou.ac.bd>;
18. Personal File/ Office Copy.

