


BOU/Admin-2(511)/13/1432

Date: 23, Choitro, 1432  
06, April, 2026

## Office Order

This is to notify that the Vice-Chancellor of Bangladesh Open University (BOU) is pleased to give permission with Ex-Bangladesh earned leave from 21-04-2026 to 09-06-2026 to, Naima Begum (Passport No. A11430446), Assistant Director, Engineering And Estate Division, BOU to Hajj in Kingdom of Saudi Arabia (KSA). She will bear all the expenses for the said visit and as such, Bangladesh Open University will have no financial obligation in this regard.

This notification is issued as authorized by letter No.03.069.025.06.00.003. 2011-144(500) dated-19.06.2011 of the office of the Prime Minister, Government of the People's Republic of Bangladesh.

  
06.04.2026  
Md. Humayun Kabir Khan  
Joint Director (Personnel-1)  
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বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয় কম্পিউটার বিভাগ	
সিস্টেম ম্যানেজার/গরিচালক এর কার্যালয়	
ডায়েরী নং.....	০২৩
তারিখঃ.....	৭/৪/২৬
সিস্টেম এনালিস্ট/ডেপুটি সিস্টেম এনালিস্ট/ওয়েব মাস্টার/ হগসিং প্রোগ্রামার/ASANA	
সিস্টেম এনালিস্ট/হার্ডওয়্যার ইঞ্জিনিয়ার/HME	
সিস্টেম এনালিস্ট/হার্ডওয়্যার ইঞ্জিনিয়ার/AHME	

### Copy forwarded for information & necessary action:

1. Naima Begum, Assistant Director, Engineering And Estate Division, BOU.
2. Secretary, Chancellor's Secretariat, Bangladesh Secretariat, Dhaka.
3. Senior Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh.
4. Senior Secretary, Ministry of Home 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, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh.
7. Secretary, University Grants Commission, Agargaon, Ser-E-Bangla Nagar, Dhaka-1207.
8. Director, Foreign Exchange Branch, Bangladesh Bank, Dhaka.
9. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh.
10. University Engineer, Engineering And Estate Division, BOU.
11. Director, Finance and Accounts Division, BOU.
12. System Manager/Director, Computer Division, BOU ( Please take necessary action to upload the office order on BOU Website).
13. Personal Secretary, Office of the Vice-Chancellor, BOU.
14. Visa Officer, The Royal Embassy of Saudi Arabia, House # 05 (NE) L, Road # 83, Gulshan Dhaka-1212.
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
16. PA to Registrar, BOU.
17. BOU Web site Address: <http://www.bou.ac.bd>
18. Personal file.

