



BOU/Admin-2(253)/99/ 3118

Date : 01-08-2017

## Office Order

This is to notify that the Vice-Chancellor of the Bangladesh Open University (BOU) is pleased to give permission with Ex-Bangladesh earn leave from 14-08-2017 to 28-09-2017 to Mr. Abul Kashem, Pesh Imam, Administration Division, BOU to perform Hajj in Kingdom of Saudi Arabia (KSA). He will bear all the expenses for the said visit and as such, the 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.

*Sheikh Razaul Islam*  
01.08.2017

**Sheikh Razaul Islam**  
Deputy Director (Personnel)  
+88029291101-4, Ext. 571

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়
অফিস নথি
তারিখ: 01/08/2017
সংখ্যা: 3118
বিষয়: ছুটি/ছুটি
প্রশাসনিক কাজ/সহ প্রোগ্রামার

### Copy forwarded for information & necessary action:

1. Secretary, Chancellor's Secretariat, Bangladesh Secretariat, Dhaka.
2. Mr. Abul Kashem, Pesh Imam, Administration Division, BOU.
3. Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh.
4. Secretary, Ministry of Home Affairs, Govt. of the People's Republic of Bangladesh.
5. Secretary, Ministry of Establishment, 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. Controller, Foreign Exchange Branch, Bangladesh Bank, Dhaka.
9. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh.
10. Deputy Director, Administration Division (General Administration), 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.edu.bd>
18. Personal file.