

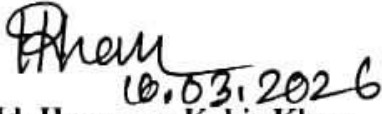
BOU/Admin-2(372)/06/1197

Date : 25 Falgun 1432
10 March 2026

Office Order

This is to notify that the Vice-Chancellor of the Bangladesh Open University (BOU) is pleased to give permission with Ex-Bangladesh leave from 22-03-2026 to 04-04-2026 to **Ms. Mamtaz Begum (Passport No. A00030327), Joint Director (Monitoring), Planning & Development Division, BOU** to perform Umrah 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. She will be accompanied by her husband Md. Jamilur Rahman Khan, son Abdullah Al Muiz & Md. Zaid Mahmud.

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.



Md. Humayun Kabir Khan
Joint Director (Personnel-1)
+8801711660801

Copy forwarded for information & necessary action:

1. **Ms. Mamtaz Begum , Joint Director (Monitoring), Planning & Development 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. Director, Finance and Accounts Division, BOU.
11. Director, Planning & Development 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.

