

NO: BOU/Admn-1(181)/07/2<sup>nd</sup> part/ 4038

Date t 12 Vadro, 1432  
27 August, 2025

### Office Order

This is to notify that the Vice-Chancellor of Bangladesh Open University (BOU) has granted earned leave from 26-09-2025 to 03-10-2025 to **Dr. Saima Ahmad**, Professor (Geography and Environment), School of Social Sciences, Humanities and Languages (SSHL), BOU with permission to visit Sri Lanka. She will bear all the expenses for the said visit and as such the Bangladesh Open University will have no financial obligations in this regard.

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 Honorable Prime Minister, Government of the People's Republic of Bangladesh.

27.12.2025

**Md. Abdul Karim**  
Joint Director (Personnel)  
Bangladesh Open University

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয় কম্পিউটার বিভাগ	
সিস্টেম ম্যানেজার/পরিচালক এর কার্যালয়	
ডায়েরী নং.....	৩৩৬০
তারিখঃ.....	২৭/১২/২৫
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, Bangladesh.
2. Senior Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka, Bangladesh.
3. Senior Secretary, Ministry of Home Affairs, Govt. of the People's Republic of Bangladesh.
4. Senior Secretary, Ministry of Establishment, Govt. of the People's Republic of Bangladesh.
5. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh.
6. Director, Foreign Exchange Branch, Bangladesh Bank, Dhaka.
7. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh.
8. **Dr. Saima Ahmad**, Professor (Geography and Environment), SSHL, BOU.
9. Dean, SSHL, BOU.
10. Director, Finance and Accounts Division, BOU.
11. Director/System Manager, Computer Division, BOU. (to upload BOU website).
12. Visa Officer, Sri Lanka Embassy, House No. 4A, Road No. 113, Gulshan Model Town, Dhaka-1212.
13. Immigration Officer, Hazrat Shahjalal International Airport Dhaka, Bangladesh.
14. Ps to VC (for VC's kind information), VC's office, BOU, Gazipur.
15. Personal File.

ADMN-13(GO)