



No: BOU/Admin-1(263)/14/ 4983

Date: 06 Agrahayana 1431  
21 November 2024

**Office Order**

This is to notify that the Vice-Chancellor of Bangladesh Open University (BOU) is hereby extending study leave to **Ms. Romana Kader**, Assistant Professor (Management), School of Business, Bangladesh Open University for a further period of 01 (one) year to undertake PhD Program at the Universiti Putra Malaysia, Malaysia as per decision of the 101<sup>st</sup> meeting of Standing Committee for Advanced Studies, Training and Research of BOU held on 30 October 2024 on the following terms and conditions:

1. That the leave will be effective from 11 October 2024;
2. That on return, after completion of the said study, she will work in Bangladesh Open University for the same period of leave availed of, failing for which she will have to pay compensations to BOU as may be assessed by the university authority;
3. That the progress and standard of higher study should be satisfactory and she should send progress reports on expiry of every 6 (six) months;
4. That her service during her study leave will be governed by BOU rules;
5. That as soon as she completes the said course, she will join the Bangladesh Open University;
6. BOU will not bear any expenses for her PhD Program in the Universiti Putra Malaysia, Malaysia;

This notification is issued as per office order no:37.00.0000.118.08.092.00.257; dt: 02 September 2021 of the Ministry of Education, Govt. of the People's Republic of Bangladesh and as authorized under the 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.

This has the concurrence of the Vice-Chancellor of Bangladesh Open University.

*(Signature)*  
21.11.2024

**Sheikh Razaul Islam**  
Joint Director (Training)  
Administration Division, BOU  
Mobile: 01911938191

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয় কম্পিউটার বিভাগ সিস্টেম ম্যানেজার/পরিচালক এর কার্যালয়	
তারিখঃ	২১/১১/২৪
সিস্টেম এনালিস্ট/ডেপুটি সিস্টেম এনালিস্ট/ওয়েব মাস্টার/ সিও প্রোগ্রামার/ASANA	
সহঃ সিস্টেম এনালিস্ট/হার্ডওয়্যার ইঞ্জিনিয়ার/HME	

**Copy forwarded for information and necessary action to:**

1. Senior Secretary, Chancellor's Secretariat, Ministry of Education, Govt. of the People's Republic of Bangladesh, Dhaka;
2. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Dhaka;
3. Secretary, Security Services Division, Ministry of Home Affairs, Govt. of the People's Republic of Bangladesh, Dhaka;
4. Secretary, Ministry of Public Administration, Govt. of the People's Republic of Bangladesh, Dhaka;
5. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh;
6. Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka;
7. Ms. Romana Kader, Assistant Professor (Management), School of Business, BOU, Gazipur;
8. Dean, School of Business, BOU, Gazipur;
9. Director, Finance & Accounts Division, BOU, Gazipur.
10. Director/System Manager, Computer Division, BOU, Gazipur (for kind necessary action to upload the office order on BOU Website);
11. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka;
12. Visa Officer, High Commission of Malaysia, House # 19, Road # 6, Baridhara, Dhaka-1212;
13. Joint Director (Addl. charge), Personnel-1, Teacher Section, Administration Division, BOU, Gazipur;
14. PS to VC (for VC's kind information); VC's Secretariat, BOU, Gazipur;
15. Deputy Director, Registrar Office (for Registrar's kind information), BOU, Gazipur;
16. Personnel file / Office copy.