



No: BOU/Admn-2(372)/2006/ 4189

Date: 18 Bhadra 1432
02 September 2025

Office Order

This is to notify that the Bangladesh Open University (BOU) is hereby granting Study Leave to **Ms Mamtaz Begum**, Joint Director (Monitoring), Planning & Development Division of Bangladesh Open University for a period of 01 (one) year to undertake PhD Programme at the Department of Entomology, Sher-e-Bangla Agricultural University, Dhaka, as per decision of the 105th meeting of Standing Committee for Advanced Studies, Training and Research of BOU held on 18 August 2025 on the following terms and conditions:

1. That the leave will be effective from 02 September 2025;
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 the BOU compensations 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 she will join Bangladesh Open University as soon as she completes the said course;
5. That her service during her study leave will be governed by BOU rules;
6. BOU will not bear any expenses for her said study at the Sher-e-Bangla Agricultural University, Dhaka;
7. That she has to obtain release order from Administration Division of Bangladesh Open University.

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

As 02/9/2025
Prof: Md. Anisur Rahman
Registrar (In Charge)
Mobile: +88 01716274927

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়	
কম্পিউটার বিভাগ	
সিস্টেম ম্যানেজার/পরিচালক এর কার্যালয়	
ডায়েরী নং.....	৩০৯৯
তারিখঃ.....	১৯/৯/২৫
সিস্টেম এনালিস্ট/ডেপুটি সিস্টেম এনালিস্ট/ওয়েব মাস্টার/ সহঃ প্রোগ্রামার/ASANA	
সিস্টেম এনালিস্ট/হার্ডওয়্যার ইঞ্জিনিয়ার/HME	
সহঃ পরিচালক/সহকারী প্রোগ্রামার/AHME	

Copy forwarded for information and necessary action to:

1. Ms Mamtaz Begum, Joint Director (Monitoring), Planning & Development Division, BOU;
2. Director (In-charge), Planning & Development Division, BOU;
3. Director (In-charge), Finance & Accounts Division, BOU;
4. Director/System Manager, Computer Division, BOU, Gazipur (for kind necessary action to upload the office order on BOU Website);
5. PS to VC (for VC's kind information), VC's Secretariat, BOU, Gazipur;
6. Deputy Director, Personnel-1, Officer Section, Administration Division, BOU. [He is requested to take necessary steps for her release from the University];
7. Personnel file / Office copy.