



আনসার-ভিডিপি উন্নয়ন ব্যাংক

ANSAR-VDP UNNAYAN BANK

Personnel Department

No-PF- 421/ 4076

Date: 08-12-25

Office Order


As Per the administrative approval of Financial Institutions Division, Ministry of Finance, vide letter no-53.00.0000.000.231.25.0004.25.30, Dated: 08-12-2025 the following Principal Officer of Ansar-VDP Unnayan Bank is granted Ex-Bangladesh leave for the mentioned period belowt

Sl no	Name, Designation & Posting	Purpose of the visit and Name of the country	Accompanies	Approved Period of Time
1.	Masuma Khanam ID No- 421 Principal Officer, Ansar-VDP Unnayan Bank, Kalkini Branch, Madaripur	For Performing Holy Umrah Country: Saudi Arabia	MD.SHAMEMMUR RAHMAN- Husband	From the date 09-12-2025 to 23-12-2025 or 15 (fifteen) days from the date of travelling (including travel time).

2. Terms and Conditions are as below:

- She will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Ansar-VDP Unnayan Bank;
- She will draw all pay and allowances in local currency;
- Her travelling time will be treated as ex-Bangladesh leave;
- The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
- She will not be allowed to stay abroad for more than the approved period.

3. This order has been issued with the approval of the competent authority.


08.12.2025

Md. Abdur Rahim Shikdar
Department Head
Phone: +88-02-2222221239
Email: avubpd@gmail.com

No-PF- 421/ 4076

Date: 08-12-2025

Copy for kind information and necessary action (not in order of seniority):

- Staff Officer to Managing Director, Ansar-VDP Unnayan Bank, Head Office, Dhaka.
- Staff Officer to Deputy Managing Director, Ansar-VDP Unnayan Bank, Head Office, Dhaka.
- Immigration Officer, Hazrat Shajalal International Airport, Dhaka/Land Port (all), Bangladesh.
- Deputy General Manager, Ansar-VDP Unnayan Bank, Central Accounts Department, Head Office, Dhaka.
- System Analyst, ICT Department, Ansar-VDP Unnayan Bank, Head Office, Dhaka (To publish in Ansar-VDP Unnayan Bank's Website).
- Regional Manager, Ansar-VDP Unnayan Bank, Regional Office, Faridpur.
- Manager, Ansar-VDP Unnayan Bank, kalkini Branch, Madaripur.
- Masuma Khanam, ID No- 421, Principal Officer, Ansar-VDP Unnayan Bank, kalkini branch, Madaripur.
- Office Copy/Master Copy.


08-12-2025
Dilruba Harun Sonia
Principal Officer

Government of the People's Republic of Bangladesh
Ministry of Finance
Financial Institutions Division
Training-2 branch
www.fid.gov.bd

Record Number: 53.00.0000.000.231.25.0004.25.30

Date: 08 Dec 2025

Managing Director, Ansar-VDP Development Bank, Head Office Dhaka.

Subject: Ex-Bangladesh leave.

The undersigned is directed to convey the administrative approval of the Government of the People's Republic of Bangladesh in favour of the following official to visit abroad under the following terms and conditions:

Name of the Official	Masuma Khanam (Passport No: A14368804), Principal Officer, Ansar-VDP Unnayan Bank, Kalkini Branch, Madaripur
Accompanied by	Md Shamemmur Rahman (Passport No: A13134828), Husband
Country to visit	Saudi Arabia
Purpose	For performing holy Umrah
Period	From 09-12-2025 to 23-12-2025 or 15 (fifteen) days from the date of travelling (including travel time)

- She will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Ansar-VDP Unnayan Bank;
 - She will draw all pay and allowances in local currency;
 - Her travelling time will be treated as ex-Bangladesh leave;
 - The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
 - She will not be allowed to stay abroad for more than the approved period.
2. This order has been issued with the approval of the competent authority.



08-12-2025

M M Ashik Reza

Senior Assistant Secretary

02223358431

sas.training2@fid.gov.bd

Record Number: 53.00.0000.000.231.25.0004.25.30/1 (6)

Date: 08 Dec 2025

A Copy for has been sent consideration and necessary (if applicable) action (Not in the order of seniority):

- Director General, Department of Immigration & Passport, Agargaon, Dhaka;
- Executive Director, Hazrat Shah Jalal International Airport, Dhaka;
- PS to Secretary, Secretariat Office, Financial Institutions Division;