



আনসার-ভিডিপি উন্নয়ন ব্যাংক

ANSAR-VDP UNNAYAN BANK

Personnel Department

No-PF- 421/ 6132

Date: 11-03-2025

Office Order

As Per the administrative approval of Financial Institutions Division, Ministry of Finance, vide letter no-53.00.0000.000.231.25.0008.24.76, Dated: 04-3-2025 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 Information, Publication and Public Relations Department Ansar-VDP Unnayan Bank Head Office, Dhaka	For Performing Holy Umrah Country: Saudi Arabia	MD.SHAMEMMUR RAHMAN- Husband	From the date 03-03-2025 to 19- 03-2025 or 15 (fifteen) days from the date of travelling (including travel time).

2. Terms and Conditions are as below:

- (a) She will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Ansar-VDP Unnayan Bank;
 - (b) She will draw all pay and allowances in local currency;
 - (c) Her travelling time will be treated as ex-Bangladesh leave;
 - (d) The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
 - (e) 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.

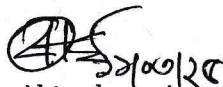

11. 03. 2025
Md. Abdur Rahim Shikdar
Department Head
Phone: +88-02-222224291
Email: avubpd@gmail.com

No-PF- 421/ 6132

Date: 11-03-2025

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

1. Staff Officer to Managing Director, Ansar-VDP Unnayan Bank, Head Office, Dhaka.
2. Staff Officer to Deputy Managing Director, Ansar-VDP Unnayan Bank, Head Office, Dhaka.
3. Staff Officer to General Manager (Administration/Operation/Central Accounts & Audit) Ansar-VDP Unnayan Bank, Head Office, Dhaka.
4. Immigration Officer, Hazrat Shajalal International Airport, Dhaka/Land Port (all), Bangladesh.
5. Department Head, Ansar-VDP Unnayan Bank, Publication and Public Relations Department, Head Office, Dhaka.
6. System Analyst, ICT Department, Ansar-VDP Unnayan Bank, Head Office, Dhaka (To publish in Ansar-VDP Unnayan Bank's Website).
7. Masuma Khanam, ID No- 421, Principal Officer, Ansar-VDP Unnayan Bank, Information, Publication and Public Relations Department, Head Office, Dhaka.
8. Office Copy/Master Copy.


11/03/25
Akter Hossain
Senior Officer

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

Record Number: 53.00.0000.000.231.25.0008.24.76

Date: 04 Mar 2025


Managing Director, Ansar-VDP Unnayan 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, Principal Officer, Ansar-VDP Unnayan Bank, Information, Publication and Public Relations Department, Head Office, Dhaka.
Accompanied by	Md. Shamemur Rahman, Husband
Country to visit	Saudi Arabia
Purpose	For performing holy Umrah
Period	From 05-03-2025 to 19-03-2025 or 15 (fifteen) days from the date of travelling (including travel time)

- (a) She will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Ansar-VDP Unnayan Bank;
 - (b) She will draw all pay and allowances in local currency;
 - (c) Her travelling time will be treated as ex-Bangladesh leave;
 - (d) The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
 - (e) 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.


04-03-2025
M M Ashik Reza
Senior Assistant Secretary
02223358431
sas.training2@fid.gov.bd

Record Number: 53.00.0000.000.231.25.0008.24.76/1 (6)

Date: 04 Mar 2025

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

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

4. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka;
5. Masuma Khanam, Principal Officer, (Information, Publication and Public Relations), Ansar-VDP Development Bank and
6. Chandan Paul, Assistant Maintenance Engineer, ICT Cell, Financial Institutions Division (with request to publish this order on FID's website).



M M Ashik Reza

04-03-2025
M M Ashik Reza
Senior Assistant Secretary