



আনসার-ভিডিপি উন্নয়ন ব্যাংক  
ANSAR-VDP UNNAYAN BANK

Personnel Division

No-PF-631/ 4468

Date: 07-01-2025

Office Order

As Per the administrative approval of Financial Institutions Division, Ministry of Finance, vide letter no-53.00.0000.231.25.008.24.504, dated: 22-12-2024 the following Manager (Senior Officer) of Ansar-VDP Unnayan Bank is granted Ex-Bangladesh leave for the mentioned period below:

| Sl. no | Name, Designation & Posting  | Purpose of the visit and Name of the country | Accompanies                    | Approved Period of Time  |
|--------|--|--|--------------------------------|--|
| 1.     | Mst. Firoza Ruhani<br>ID-631<br>Manager<br>(Senior Officer)<br>Ansar-VDP Unnayan Bank<br>Monirampur Branch,<br>Jessore | For treatment<br><br>Country: India          | 1. Md. Badrul<br>Islam-husband | From 01-02-2025 to<br>15-02-2025 or 15<br>(fifteen) days from the<br>date of travelling<br>(including travel<br>time). |

2. Terms and Conditions are as below:

- She will bear all the 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 approved; and
- She will not be allowed to stay aboard for more than the approved period.

3. This order is issued with the approval of the competent authority.

*JAr*  
07-01-2025  
Md. Shahjahan Akanda  
Deputy General Manager (CC)  
Phone: +88-02-222224291  
Email: [avubpd@gmail.com](mailto:avubpd@gmail.com)

No-PF-631/ 4468

Date: 07-01-2025

**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.
- Staff Officer to General Manager (Administration/Operation/Central Accounts & Audit) Ansar-VDP Unnayan Bank, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/Land Port (all), Bangladesh.
- System Analyst, ICT Department, Ansar-VDP Unnayan Bank, Head Office, Dhaka (To publish in Ansar VDP Unnayan Banks Website)
- Regional Manager, Ansar VDP Unnayan Bank, Regional Office, Khulna.
- Manager, Ansar-VDP Unnayan Bank, Monirampur Branch, Jessore.
- Mst. Firoza Ruhani, Manager (Senior Officer), ID-631, Ansar-VDP Unnayan Bank, Monirampur Branch, Jessore.
- Office Copy/Master Copy.

*Palash*  
07-01-2025  
Palash Halder  
Principal Officer

Government of the People's Republic of  
Bangladesh  
Ministry of Finance  
Financial Institutions Division  
Training-1 Section

www.fid.gov.bd

**Record Number:** 53.00.0000.231.25.008.24.504

**Date:** 22/12/2024

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 | Mst Firoza Ruhani, Manager (Senior Officer)<br>Ansar-VDP Unnayan Bank, Monirampur Branch, Jessore         |
| Accompanied by       | Md Badrul Islam, husband  |
| Country to visit     | India   |
| Purpose              | For treatment   |
| Period               | From 01-02-2025 to 15-02-2025 or 15 (fifteen) days from the date of travelling<br>(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.



22-12-2024

M. M. ASHIK REZA  
Senior Assistant Secretary  
02223352450 (Phone)  
9513500 (Fax)  
ds.training@fid.gov.bd

**Record Number:** 53.00.0000.231.25.008.24.504/1 (6)

**Date:** 22/12/2024

**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/Land port (all) Bangladesh;
5. Ms. Mst Firoza Ruhani, Manager (Senior Officer), Ansar-VDP Unnayan Bank, Monirampur Branch, Jessore and
6. Assistant Maintenance Engineer, ICT Cell, Financial Institutions Division (with request to publish this order on FID's website).





22-12-2024

M. M. ASHIK REZA  
Senior Assistant Secretary