



আনসার-ভিডিপি উন্নয়ন ব্যাংক

ANSAR-VDP UNNAYAN BANK

দারিদ্র্য বিমোচন, নারীর ক্ষমতায়ন, অর্থনৈতিক উন্নয়নে অঙ্গীকারবদ্ধ

SAC/12/2021  
গণভোট ২০২৬  
সংসদ নির্বাচন  
দেনের চাবি  
আপনার হাতে

Personnel Department

No-PF- 804/ 5264

Date: 28-01-26

Office Order

In accordance with the circular number-03.069,025.06.00.003.2011-144(500), Dated: 19-06-2011 of the Prime Minister's Office of Govt. of the people's Republic of Bangladesh, paragraph 4, the application dated november 12 of this bank's Officer Helena Begum, identification number 804, Uttarkhan Branch, Dhaka, has been approved for conditional and conditional travel outside Bangladesh.:

| Sl. no | Name, Designation & Posting                                                                  | Purpose of the visit and Name of the country | Accompanies                          | Approved Period of Time                                                                                                   |
|--------|----------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1.     | Helena Begum<br>ID No- 804<br>Officer,<br>Ansar-VDP Unnayan Bank,<br>Uttarkhan Branch, Dhaka | For Umrah hajj<br>Country: Saudi Arabia      | Md. Mahfuzer<br>Rahman-<br>(Husband) | From the date 04-02-2026 to<br>18-02-2026 or 15 (fifteen)<br>days from the date of travelling<br>(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.

Md. Enamul Haque  
Department Head  
Phone: +88-02-222221239  
Email: [avubpd@gmail.com](mailto:avubpd@gmail.com)

No-PF- 804/ 5264

Date: 28-01-2026

A 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),
- Head of the Department, ICT, Ansar-VDP Unnayan Bank, Head Office, Dhaka (To publish in Ansar-VDP Unnayan Bank's Website).
- Regional Manager, Ansar-VDP Unnayan Bank, Regional Office, Dhaka.
- Manager, Ansar-VDP Unnayan Bank, Uttarkhan Branch, Dhaka.
- Helena Begum, ID No- 804, Officer, Ansar-VDP Unnayan Bank, Uttarkhan Branch, Dhaka.
- Jannatul ferdaus, ID-628, Principal Officer, Ansar-VDP Unnayan Bank, Uttarkhan Branch, Dhaka.
- Office Copy/Master Copy.

28-01-26  
Dilruba Harun Sonia  
Principal Officer

Head Office: 14, Outer Circular Road, Rajarbagh, Dhaka-1217

Phone No: 8322181, 8313191, 8313147, 8313196, 9347615

Website: [www.ansarvdpbank.gov.bd](http://www.ansarvdpbank.gov.bd) E-mail: [info@ansarvdpbank.gov.bd](mailto:info@ansarvdpbank.gov.bd)