



Memo No- 44.03.0000.011.37.059.18-1553

Date : 01/07/1428 Bangla
17/10/2021 AD

OFFICE ORDER

As per the Prescribed Leave Rules-1959, the following Staff of Bangladesh Ansar and VDP has been granted Ex-Bangladesh leave to visit India for the mentioned period.

Sl. No.	Name, Designation & Place of Posting	Purpose	Accompany	Approved Leave
1.	Umme Habiba Office Assistant cum Computer Typist, Deputy Director General's Office, Bangladesh Ansar & VDP Dhaka Range, Dhaka.	Treatment	NA	15 (Fifteen) days from 01/11/2021 to 15/11/2021 or from the actual date of journey (excluding travel & transit time).

2. The terms and conditions are as follows :
 - a. While traveling abroad she will get salary/allowances in Bangladeshi currency;
 - b. In this visit there will be no financial implication of the government;
 - c. She can't over stay or exceed the approved period of time;
 - d. At the end of the visit, she will join in her post;
 - e. Rule-34 of Appendix-VIII of the B.S.R (part-1) will be applicable for this visit;
 - f. Md. Julhas Hossain, Office Assistant cum Computer Typist, Bangladesh Ansar & VDP, Dhaka Range, Dhaka, will perform the administrative duty of Umme Habiba in addition to his own duty.
3. This order is issued with the approval of the competent authority.

Muhammad Mehedi Hasan
Director (Administration)
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Copy forwarded for kind information and necessary action (Not as seniority):

1. Senior Secretary, Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
2. Senior Secretary, Ministry of Foreign Affairs, Bangladesh Secretariat, Dhaka.
3. Director General, Bangladesh Ansar and VDP, Headquarters, Khilgaon, Dhaka.
4. Director General, Department of Immigration & Passport, Dhaka.
5. Deputy Director General, Bangladesh Ansar and VDP, Dhaka Range, Dhaka.
6. Director, Hazrat Shahjalal International Airport, Dhaka/All Land Port.
7. General Manager, Foreign Exchange Policy Division, Bangladesh Bank, Dhaka.
8. Chief Accounts Officer, Ministry of Home Affairs, AGB Bhaban, Segun Bagicha, Dhaka.
9. Admin/Record Branch Bangladesh Ansar and VDP, Headquarters, Khilgaon, Dhaka.
10. ICT Branch, Bangladesh Ansar and VDP, Headquarters, Khilgaon, Dhaka. (To Publish in Ansar & VDP Website)
11. Umme Habiba, Office Assistant cum Computer Typist, Deputy Director General's Office, Bangladesh Ansar & VDP, Dhaka Range, Dhaka.
12. Md. Julhas Hossain, Office Assistant cum Computer Typist, Bangladesh Ansar & VDP, Dhaka Range, Dhaka.
13. Office & Master Copy.

Director (Administration)