Government of the People's Republic of Bangladesh
Bangladesh Ansar & Village Defence Party
Headquarter's, Khilgaon, Dhaka-1219
www.ansarvdp.gov.bd

Memo No- 44.03.0000.011.37.062.19-736

Date : 16/01/1426 Bangla
29/04/2019 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 Saudi Arabia for the mentioned period.

Sr. No.	Name, Designation & Posting	Purpose	Accompany	Approved Leave
1.	Mst Nurjahan Yeasmin Office Assistant Cum Computer Typist. Ansar VDP Academy Shafipur, Gazipur.	Performing the Holly Hajj.	Md. Khalilur Rahman Relation: Husband	45 (Fourty Five) days From 08/07/2019 to 21/08/2019 or for 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 his post;
   f. Rule-34 of Appendix-VIII of the B.S.R (part-1) will be applicable for this visit;
   G. Nazma Begum, Female Ansar, Ansar VDP Academy, Shafipur, Gazipur will perform the administrative duty of Mst Nurjahan yeasmin in addition to his own duty.

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

29.04.19
Md. Sazedur Rahman
Deputy Director (Administration)
Phone : +88-02-47217526
E-mail: ddadmin@ansarvdp.gov.bd

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Copy forwarded for kind information and necessary action (Not as seniority):

1. Secretary, Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Foreign Affairs, Bangladesh Secretariat, Dhaka.
3. Director General, Bangladesh Ansar and VDP, HQs, Khilgaon, Dhaka.
4. Director General, Department of Immigration & Passport, Dhaka.
5. Commandant, Ansar VDP Academy, Shafipur, Gazipur.
6. Director, Hazrat Shahjalal International Airport, Dhaka/All Land Port.
7. General Manager, Foreign Exchange Policy Division, Bangladesh Bank, Dhaka.
8. ICT Branch, Bangladesh Ansar and VDP, HQs, Khilgaon, Dhaka. (To Publish in Ansar &VDP Website)
9. Deputy Director (admin), Ansar and VDP, academy, Shafipur, Gazipur.
10. Upazilla Accounts Officer, Kaliakor, Gazipur.
11. Mst Nurjahan Yeasmin
    Office Assistant Cum Computer Operator
    Ansar VDP Accadamy, Shafipur, Gazipur.
12. Nazma Begum, Female Ansar, Ansar and VDP Academy, Shafipur, Gazipur
13. Office & Master Copy.

29.04.19
Deputy Director (Administration)