

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

Memo No- 44.03.0000.011.37.056.20-703

Date : 07-12-1429 Bangla
21-03-2023 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.

Sl. No.	Name, Designation & Place of Posting	Purpose	Accompany	Approved Leave
1.	Shahanaj Akter Senior Assistant cum Accountant, Mymensingh Range, Mymensingh Attached: VTC, Gazipur.	Performing The Holy Umrah Hajj	Md Azizul Alim Talukder Relation: Husband	15 (Fifteen) days from 30/03/2023 to 13/04/2023 or from the actual date of journey (excluding travel & transit time).

2. The terms and conditions are as follows:

- ❖ While traveling abroad she will get salary/allowances in Bangladeshi currency;
- ❖ In this visit there will be no financial implication of the government;
- ❖ She can't overstay or exceed the approved period of time;
- ❖ At the end of the visit, she will join to her post;
- ❖ Rule-34 of Appendix-VIII of the B.S.R (part-I) will be applicable for this visit;
- ❖ Fatema Akhter, Sewing Knitting Instructor, VTC Gazipur, will perform the administrative duty of Shahanaj Akter in addition to his own duty.

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

Jahanara Akter
21-3-23
Jahanara Akter
Director (Administration)
Phone: +88-02-47214925
E-mail: dir_admin@ansarvdp.gov.bd

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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. General, Department of Immigration & Passport, Dhaka.
5. Deputy Director General, Bangladesh Ansar and VDP, Mymensingh Range, Mymensingh.
6. Director, Hazrat Shahjalal International Airport, Dhaka/All Land Port.
7. General Manager, Foreign Exchange Policy Division, Bangladesh Bank, Dhaka.
8. Commandant, VTC Gazipur.
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. District Accounts officer, Mymensingh.
12. Shahanaj Akter, Senior Assistant cum Accountant, Mymensingh Range, Mymensingh.
Attached: VTC Gazipur.
13. Fatema Akhter, Sewing Knitting Instructor, VTC Gazipur.
14. Office & Master Copy.

Jahanara Akter
21-3-23
Director (Administration)