

Government of the People's Republic of Bangladesh  
Bangladesh Ansar & Village Defence Party  
Headquarters, Khilgaon, Dhaka-1219  
[www.ansarvdp.gov.bd](http://www.ansarvdp.gov.bd)

Memo No- 44.03.0000.011.37.064.19. 710

Date : 08/12/1429 Bangla.  
22/03/2023 AD.

**OFFICE ORDER**

As per the Prescribed Leave Rule, 1959, the following Officer/Staff of Bangladesh Ansar and VDP has been granted earned leave (Ex-Bangladesh) to visit Saudi Arabia for the mentioned period.

SN	Name, Designation & Posting	Purpose	Accompany	Approved Period of Time
1.	ROKEYA KHATUN Upazila Ansar & VDP Officer Bera, Pabna.	Performing the Holy Omrah Hajj	-	30 (Thirty) days From 06/04/2023 to 05/05/2023 or from the actual date of journey.

2. The terms and conditions are as follows:

- g. While traveling abroad she will get salary/allowances in Bangladeshi currency;
- h. In this visit there will be no financial implication of the government;
- i. She can't over stay or exceed the approved period of time;
- j. At the end of the visit, she will join his post.
- k. Rule-34 of Appendix-VIII of the B.S.R (Part-1) will be applicable for this visit;
- l. Md Saiful Islam, Upazila Instructor, Bera, Pabna will perform the administrative duty of Rokeya Khatun in addition to his own duty.

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

Jahanara Akter  
22-3-23  
Jahanara Akter  
Director (Administration)  
Phone:+88-02-047214925  
Email:dir\_admin@ansarvdp.gov.bd

Memo No- 44.03.0000.011.37.064.19. 710

Date : 08/12/1429 Bangla.  
22/03/2023 AD.

**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, Khilgaon, Dhaka.
4. Director General, Department of Immigration & Passport, Dhaka.
5. Deputy Director General, Ansar and VDP, Rajshahi Range, Rajshahi.
6. Director, Hazrat Shahjalal International Airport, Dhaka/All Land Port.
7. Director, Foreign Exchange Policy Division, Bangladesh Bank, Dhaka.
8. Director (Record), Bangladesh Ansar & VDP, HQs, Khilgaon, Dhaka.
9. District Commandant, District Ansar & VDP Office, Pabna.
10. Upazila Accounts Officer, Bera, Pabna.
11. ICT Branch, Bangladesh Ansar & VDP, HQs, Khilgaon, Dhaka. (To publish in Ansar & VDP Website)
12. ROKEYA KHATUN, Upazila Ansar & VDP Officer, Bera, Pabna.
13. Md Saiful Ismal, Upazila Instructor, Bera, Pabna.
14. Office & Master Copy.

Jahanara Akter  
22-3-23  
Director (Administration)