



# আনসার-ভিডিগি উন্নয়ন ব্যাংক

## ANSAR-VDP UNNAYAN BANK

Personnel Sub-Division

No-PF-631/ 5771

Date: 03-02-2020

### Office Order

As Per the administrative approval of Financial Institutions Division, Ministry of Finance, vide letter no-53.00.0000.231.25.007.19-72(6), Dated: 02-02-2020 the following Manager (Senior Officer) of Ansar VDP Unnayan Bank is granted Ex-Bangladesh leave for the mentioned period and given permission to visit India.

Sl. no	Name, Designation & Posting	Objective of the visit and name of the country	Accompany	Approved Period of Time
1.	Mst. Firoza Ruhani ID-631 Manager (Senior Officer) Ansar-VDP Unnayan Bank, Jashore Branch, Jashore.	For treatment  India	Md. Badrul Islam (Husband)	04-02-2020 to 23-02-2020 or 20 (twenty) days form the date of travelling (including travel time)

### 2. The Terms and Conditions are as follows:

- She will bear all the expenses relating to his visit. No expenditure will be borne by the Government of Bangladesh or Ansar-VDP Unnayan Bank.
- She will draw her pay and allowances in local currency.
- Her travelling time will be treated as ex-Bangladesh leave.
- She will not be allowed to stay aboard more than the approved period; and
- Mr. Md. Rowsan Ali, ID-277, Second officer (officer), Ansar-VDP Unnayan Bank, Jashore Branch, Jashore; will be perform the administrative duty of Mst. Firoza Ruhani in addition o his own duty.

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

*Shibbir Ahmed*  
Md. Shibbir Ahmed  
Assistant General Manager  
Phone: +88-02-49349915  
Email: [avubpd@gmail.com](mailto:avubpd@gmail.com)  
Date: 03-02-2020

No-PF-631/ 5771

### 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 General Manager (Admin/Operation) Ansar-VDP Unnayan Bank, Head Office, Dhaka.
- Immigration Officer, Hazrat Shajalal International Airport, Dhaka/Land Port (all), Bangladesh.
- System Analyst, ICT Sub-Division, Ansar-VDP Unnayan Bank, Head Office, Dhaka (To publish in Ansar-VDP Unnayan Banks Website).
- Regional Manager, Ansar-VDP Unnayan Bank, Regional Office, Khulna.
- Mst. Firoza Ruhani, Manager (Senior Officer), Ansar-VDP Unnayan Bank, Jashore Branch, Jashore.
- Mr. Md. Rowsan Ali, Second officer (officer), Ansar-VDP Unnayan Bank, Jashore Branch, Jashore;
- Office & Master Copy.

*Abu Saleh Md. Bayejid Hossain*  
Abu Saleh Md. Bayejid Hossain  
Senior Officer

F:\All Leave\Foreign Leave\Medical Leave\631. Feroza Ruhani\Pre Approval Letter-1.doc

Address: Head Office, 14, Outer Circular Road, Aman Court, Rajarbagh, Dhaka-1217.

Telephone: 48322181, 48313191, 48313147, 48313196, 49347615

Website: আনসারব্যাংক.বাংলা. https://ansarvdpbank.portal.gov.bd