



BASIC Bank Limited

Serving people for progress

A 100% State Owned Commercial Bank

বেসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.25. 1120

Date: April 10, 2025

Mr. Md. Mostafijur Rahman (ID#1894)
Senior Principal Officer
Passport No. A02001631
Board Secretariat & Company Affairs Division
BASIC Bank Limited
Head Office
Dhaka

Subject: Sanction of 14 (Fourteen) days leave (outside Bangladesh) with full pay to Visit United Kngdom.

Dear Sir,

Please refer to your letter dated March 02, 2025 and recommendation of Divisional In-charge, Board Secretariat & Company Affairs Division, BASIC Bank Limited, Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the Divisional In-charge; the Bank Authority has sanctioned 14 (Fourteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from April 15, 2025 or the date of travel with a permission to visit United Kngdom under the following terms and conditions:

Terms & Conditions:

1. You will have to bear all expenses of the visit. There will be no financial involvement of BASIC Bank Limited & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave balances.
3. Overstay in aboard will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. You are advised to submit joining report upon completion of the said leave.
6. In the event of failure to submit joining report upon completion of the said leave; your approved earned leave may be converted into extraordinary leave without pay.

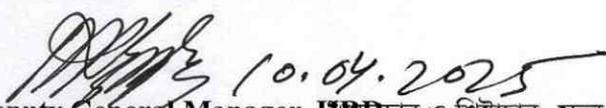
Yours faithfully,

Sd/-

Md. Mamunur Rahman
Deputy General Manager & In-charge
Human Resources Division
Phone No: 02223386405

Copy for information & Necessary action:

- The General Manager, Board Secretariat & Company Affairs Division, BASIC Bank Limited, Head Office, Dhaka- is requested to issue a release letter and obtain joining report from the concern employee at the time of joining under intimation to us.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- ✓ Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Personal File (Staff ID-1894).


Deputy General Manager, HRD চার ও শিষ্টাচার, সভ্য জাতির অহংকার”

Head Office : Sena Kalyan Bhaban (5th Floor), 195 Motijheel C/A, Dhaka-1000, Phone : 02-223359185-186, 02-223384830, 02-223388190
02-223384829, 02-9564829, SWIFT : BKSIBDDH, E-mail: basicho@basicbanklimited.com, Website: basicbanklimited.com