



BASIC Bank Limited

Serving people for progress

A 100% State Owned Commercial Bank

বিসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.24.2553

Date: September 15, 2024

Release Order

Financial Institutions Division, Ministry of Finance, Government of Bangladesh approved 06 (Six) days Ex-country Leave from the date of travelling (including travel time) in favor of Md Ghulam Sayeed Khan (ID# 1101), General Manager of BASIC Bank Limited to visit India for medical treatment of his son (copy enclosed) vide their letter no. 53.00.0000.231.25.004.23.381 dated 12/09/2024.

In this regard Mr. Khan will be released from his office after end of working hour on 15/09/2024 to visit India.

He is advised to join his job immediately after availing his approved leave.

(Md. Anisur Rahman)
Managing Director & CEO

Md Ghulam Sayeed Khan (ID# 1101)
General Manager
BASIC Bank Limited
Main Branch, Dhaka

Copy forwarded to :

- The Deputy Managing Director, BASIC Bank Limited, Head Office, Dhaka.
- All General Manager, BASIC Bank Limited, Head Office, Dhaka.
- The Deputy General Manager & In-charge, ICTD, Head Office, Dhaka for uploading this release order in website of BASIC Bank Ltd.
- Immigration Officer, All Airports/all Land Ports, Bangladesh.
- Personal File (Staff ID-1101).

“শুদ্ধাচার 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 :** basiccho@basicbanklimited.com, **Website :** www.basicbanklimited.com

Assistant General Manager	
Mr. Amin, SPO	Ms. Suraya, PO
Mr. Mortuja, SPO	Mr. Sanjay, SO
Mr. Towhid, SPO	Mr. Rakib, Officer
Mr. Shahriar, PO	Mr. Mahabubul, Officer
Mr. Bodrul, PO	Mr. Solaiman, Officer
Ms. Khaleda, PO	

Government of the People's Republic of Bangladesh
Ministry of Finance
Financial Institutions Division
Training Division
www.fid.gov.bd

A
12/09/24
Mr. Rakib, PO
MS
12/09/24

Record Number: 53.00.0000.231.25.004.23.381

Date: 12/09/2024

Managing Director, BASIC Bank Limited, Head Office, Dhaka.

Subject: Ex-Bangladesh leave.

The undersigned is directed to convey the administrative approval of the Government of the People's Republic of Bangladesh in favour of the following official to visit abroad under the following terms and conditions:

Name of the Official	Md Ghulam Sayeed Khan, General Manager BASIC Bank Limited, Head Office, Dhaka
Accompanied by	Khadiza Pervin, wife Md Ghulam Wafi Khan, son
Country to visit	India
Purpose	For treatment of his son
Period	From 16-09-2024 to 21-09-2024 or 06 (six) days from the date of travelling (including travel time)

- He will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or BASIC Bank Limited;
 - He will draw all pay and allowances in local currency;
 - His travelling time will be treated as ex-Bangladesh leave;
 - The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
 - He will not be allowed to stay abroad for more than the approved period.
2. This order has been issued with the approval of the competent authority.



(Signature)

12-09-2024

Md. Mamunur Rashid
Deputy Secretary
02223352450 (Phone)
9513500 (Fax)
ds.training@fid.gov.bd

Record Number: 53.00.0000.231.25.004.23.381/1 (5)

Date: 12/09/2024

A Copy for has been sent consideration and necessary (if applicable) action

(Not in the order of
seniority)

:

1. Director General, Department of Immigration & Passport, Agargaon, Dhaka;
2. Mr. Md Ghulam Sayeed Khan, General Manager, BASIC Bank Limited, Head Office, Dhaka;
3. PS to Secretary, Secretariat Office, Financial Institutions Division;
4. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka/ Land Ports (all), Bangladesh and
5. Programmer, ICT Cell, Financial Institutions Division (with request to publish this order on FID's website).



A handwritten signature in black ink, located to the right of the QR code.

12-09-2024

Md. Mamunur Rashid
Deputy Secretary