



**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. 2644

Date: September 25, 2024

**Mr. Mahmudul Hassan Choudhury (ID#1384)**

Principal Officer

Passport No. A03047436

BASIC Bank Limited

Chowmuhana Branch

Moulvibazar.

Subject: Sanction of 30 (Thirty) days leave (outside Bangladesh) with full pay to Visit United Kingdom.

Dear Sir,

Please refer to the letter ref. no. 53.09.5800.011.08.000.24.532 dated August 29, 2024 of Branch In-charge, BASIC Bank Limited, Chowmuhana Branch, Moulvibazar on the captioned subject.

We would like to inform you that considering your application and recommendation of the Branch In-charge; the Bank Authority has sanctioned 30 (Thirty) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 15, 2024 or the date of travel with a permission to visit United Kingdom (UK) 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.

Yours faithfully,

Sd/-

Nurur Rahman Chowdhury

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386504

**Copy for information & Necessary action:**

- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- The Assistant General Manager, BASIC Bank Limited, Chowmuhana Branch, Moulvibazar- is advised to issue a release letter and obtain joining report from the concern employee at the time of joining under intimation to us.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Personal File (Staff ID-1384).

**Deputy General Manager, HRD**

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”