



BASIC Bank Limited
Serving people for progress
A 100% State Owned Commercial Bank

বেসিক ব্যাংক লিমিটেড
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.24.১৭৪৪

Date: October 6, 2024

Ms. Rabeya Sultana (ID#2615)
Senior Officer
Passport No. A13310771
BASIC Bank Limited
Main Branch
Dhaka

Subject: Sanction of 15 (Fifteen) days leave (outside Bangladesh) with full pay to Visit Saudi Arabia.

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.002.68.24.1258 dated September 30, 2024 of Branch In-charge, BASIC Bank Limited, Main Branch, Dhaka 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 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 10, 2024 or the date of travel with a permission to visit Saudi Arabia for performing Holy Umrah 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 General Manager, BASIC Bank Limited, Main Branch, 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-2615).

Deputy General Manager, HRD

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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