

**BASIC Bank Limited***Serving people for progress*

A 100% State Owned Commercial Bank

বাসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.24. ৩৪৪৫

Date: December 18, 2024

Mr. Mohammad Anisur Rahman (ID#1613)

Assistant General Manager

Passport No. A11404841

Board Secretariat & Company Affairs Division

BASIC Bank Limited,

Head Office, Dhaka

Subject: Sanction of 9 (Nine) days leave (outside Bangladesh) with full pay to Visit Malaysia.

Dear Sir,

Please refer to your letter dated November 28, 2024 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 9 (Nine) days leave (outside Bangladesh) including transit period and government/weekly holidays from January 03, 2025 or the date of travel with a permission to visit Malaysia 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 abroad 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/-

Nurur Rahman Chowdhury

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386504

Copy for information & Necessary action:

- The General Manager, Board Secretariat & Company Affairs Division, BASIC Bank Limited, Head Office, Dhaka- is advised 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-1613).


Deputy General Manager, HRD

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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