

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

A 100% State Owned Commercial Bank

বাসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.25. 128

Date: January 14, 2025

Mr. Md. Shabuj Shaikh (ID#3012)

Officer (Cash)

Passport No. A08254472

BASIC Bank Limited

Uttara Branch

Dhaka

Subject: Sanction of 60 (Sixty) days leave (outside Bangladesh) with full pay to Visit UK.

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.049.99.001.2024.3494 dated December 19, 2024 of Branch In-charge, BASIC Bank Limited, Uttara 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 60 (Sixty) days leave (outside Bangladesh) including transit period and government/weekly holiday from January 17, 2025 or the date of travel with a permission to visit 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.
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,

Nurur Rahman Chowdhury

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386504

“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:** basicbanklimited.com

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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, Uttara Branch, 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.
- ✓ Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Personal File (Staff ID-3012).

Deputy General Manager, HRD

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