

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

A 100% State Owned Commercial Bank

**বেসিক ব্যাংক লিমিটেড**

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.25. **275**

Date: January 23, 2025

**Mr. Asmat Ali Khan (ID#1300)**

Senior Principal Officer

Passport No. A13636803

BASIC Bank Training Institute

BASIC Bank Limited

Head Office, 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. 53.09.0000.805.99.003.25 dated January 06, 2025 of the Principal, BASIC Bank Training Institute, BASIC Bank Limited, Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the Principal; the Bank Authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from February 06, 2025 or the date of travel with a permission to visit Saudi Arabia for performing Holy Umrah under the following terms and conditions:

Terms &amp; 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: basicho@basicbanklimited.com, Website: basicbanklimited.com

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Yours faithfully,

Sd/-

Nurur Rahman Chowdhury

Deputy General Manager &amp; 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 Principal, BASIC Bank Training Institute, 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.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Personal File (Staff ID-1300).

**Deputy General Manager, HRD**

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