

**BASIC Bank Limited**

Serving people for progress

A 100% State Owned Commercial Bank

বাসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref.: 53.09.0000.818.08.000.25.1510

May 15, 2025

Md. Rukonuzzaman (ID#1960)

Senior Principal Officer (SPO)

Passport No. A08907226

BASIC Bank Limited

Common Services Division, Head Office, Dhaka

Subject: Sanction of 12 (Twelve) days leave (outside Bangladesh) with full pay to visit Singapore.

Dear Sir,

Please refer to your leave (outside Bangladesh) application and recommendation for allowing the leave from your Division In-charge through letter ref no: 53.09.0000.815.99.001.2025.2158 dated 12.05.2025; we are pleased to inform you that the Management of the Bank has sanctioned 12 (Twelve) days leave (outside Bangladesh) including transit period and government/weekly holidays from May 24, 2025 or the date of travel with a permission to visit Singapore 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 your 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. You are advised to comply with all bank policies and immigration regulations during your travel.

Yours faithfully,

15.05.2025
Md. Mamunur Rahman
Deputy General Manager and In Charge
Human Resources Division
BASIC Bank Limited, Head Office, Dhaka
Phone No. 02223386504

Received by
15/05/2025

Copy for information & necessary action:

1. The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
2. The Deputy General Manager, Common Services Division, BASIC Bank Limited, Head Office, Dhaka; with the advice to issue a release letter and obtain joining report from the concern employee after arriving to Bangladesh under intimation to us.
3. Immigration Officer, All Airports/All Land Ports, Bangladesh.
4. Personal File (Staff ID-1960).

“সুদ্বাচার 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