



BASIC Bank Limited

Serving people for progress

A 100% State Owned Commercial Bank

Ref No: 53.09.0000.818.08.000.25. 1738

বাসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Date: June 3, 2025

Mr. Md. Enamul Kabir Shaheen (ID#2119)

Principal Officer

Passport No. A08416595

Recovery Division

BASIC Bank Limited

Head Office, Dhaka

Subject: Sanction of 10 (Ten) days leave (outside Bangladesh) with full pay to Visit Malaysia.

Dear Sir,

Please refer to the letter ref. no. 53.09.0000.826.011.2025.2161 dated May 12, 2025 regarding 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 10 (Ten) days leave (outside Bangladesh) including transit period and government/weekly holidays from June 05, 2025 or the date of travel with a permission to visit Malaysia as an attendant for medical treatment of your wife 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.
7. Your previously approved leave letter for India visit vide Ref. no. 53.09.0000.818.08.000.25.916 dated March 05, 2025 has been cancelled.

Yours faithfully,

Sd/-

Md. Mamunur Rahman

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386405

Copy for information & Necessary action:

- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Recovery Division, BASIC Bank Limited, Head Office, 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.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).


Deputy General Manager, HRD

“গুদাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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