

**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. 2131

Date: July 16, 2025

Mr. Mohammad Deluar Habib Khan (ID#2673)

Senior Officer

Passport No. A12955149

Human Resources Division

(On attachment with Insurance and Capital Market Wing, Financial Institutions Division

Ministry of Finance, Government of the People's Republic of Bangladesh)

BASIC Bank Limited

Head Office, Dhaka

Subject: Sanction of 15 (Fifteen) days leave (outside Bangladesh) with full pay to Visit Turkey.

Dear Sir,

We would like to inform you that considering your application and recommendation of the Additional Secretary, Insurance and Capital Market Wing, Financial Institutions Division, Ministry of Finance, Government of the People's Republic of Bangladesh; the Bank Authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from August 20, 2025 or the date of travel with a permission to visit Turkey 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,

Sd/-

Md. Mamunur Rahman

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386405

*Received
25/07/25***Copy for information & Necessary action:**

- The Additional Secretary, Insurance and Capital Market Wing, Financial Institutions Division, Ministry of Finance, Government of the People's Republic of Bangladesh - is requested to issue a release letter and obtain joining report from the concern employee at the time of joining under intimation to the Bank.
- 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.
- ✓ HRD Copy (To upload the letter on Bank's website).

Deputy General Manager, HRD*R*

গুদাচার ও শিষ্টাচার, সভ্য জাতির অহংকার