



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. **2457**

Date: August 17, 2025

Mr. A.H.M. Asaduzzaman (ID#1908)

Senior Principal Officer
Passport No: A12752667
Back Office Division
BASIC Bank Limited
Head Office, Dhaka

Subject: Sanction of 16 (Sixteen) days leave (outside Bangladesh) with full pay to Visit China.

Dear Sir,

We would like to inform you that considering your application and recommendation of the Divisional In-charge; the Bank Authority has sanctioned 16 (Sixteen) 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 China as an attendance 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.

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, Back Office 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

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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