



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. 2679

Date: September 03, 2025

Mr. Mohammad Manir Hossain (ID 1503)

Assistant General Manager

Passport No. A16192428

BASIC Bank Limited

Legal Issues Division

Head Office, Dhaka.

Subject : Sanction of 20 days leave (outside Bangladesh) with full pay to Visit Saudi Arabia.

Dear Sir,

Please refer to letter dated August 06, 2025 on the captioned subject.

We would like to inform you that considering your application and recommendation of the Divisional In-charge, Legal Issues Division, Head Office, Dhaka; the Bank Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/weekly holidays from September 01, 2025 or the date of travel with a permission to visit Saudi Arabia for performing holy Umrah 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 earn 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 & In-charge, Legal Issues Division, BASIC Bank Limited, Head Office, Dhaka.
- Immigration Officers, all Airports/All Land ports, Bangladesh.
- ✓ HRD Copy (to upload the letter on Bank's website).


Deputy General Manager, HRD 03.09.2025

“স্বাচ্ছন্দ্য ও শিষ্টাচার, সভ্য জাতির অহংকার”

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