

**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. 2775

Date: September 9, 2025

Mr. Md. Kamal Uddin Khan (ID#1343)

Senior Principal Officer

Passport No. A14518497

BASIC Bank Limited

Faridpur Branch

Faridpur

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

Dear Sir,

Please refer to the letter ref. no. 53.09.0000.882.99.028.25.4321 dated August 25, 2025 of Circle-2, BASIC Bank Limited, Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the General Manager of Circle-2; the Bank Authority has sanctioned 10 (Ten) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 19, 2025 or the date of travel with a permission to visit India for medical treatment purpose 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

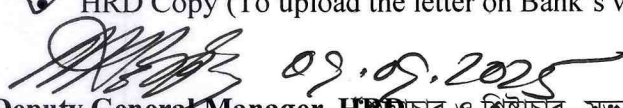
Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386405

Copy for information & Necessary action:

- The General Manager, Circle-2, 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.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- Mr. Azmul Huda, ID#2386, Senior Principal Officer, BASIC Bank Limited, Faridpur Branch, Faridpur will take over the charges of the branch temporarily during the sanctioned leave period of Mr. Md. Kamal Uddin Khan, ID# 1343, Senior Principal Officer.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ HRD Copy (To upload the letter on Bank's website).


Deputy General Manager, HRD

সচিব ও শিষ্টাচার, সভ্য জাতির অহংকার