



BASIC Bank Limited

Serving people for progress

A 100% State Owned Commercial Bank

Ref No: 53.09.0000.818.08.000.25. 3137

বেসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Date: October 9, 2025

Mr. T.M. Rashidul Hasan (ID#2133)

Senior Officer

Passport No. A02213612

Human Resources Division

(On attachment at Financial Institutions Division,

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

BASIC Bank Limited

Head Office, Dhaka

Subject: Sanction of 20 (Twenty) days leave (outside Bangladesh) with full pay to Visit Thailand and India.

Dear Sir,

Please refer to the letter ref. no. 53.00.0000.211.99.001.24-89 dated September 23, 2025 on the captioned subject.

We would like to inform you that considering your application; the Bank Authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 09, 2025 or the date of travel with a permission to visit Thailand and 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 Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- The Senior Assistant Secretary, Commercial Audit-2, 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.
- 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”