

**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. 3136

Date: October 9, 2025

Mr. Md. Abu Sahid (ID#2400)

Assistant General Manager

Passport No. A06578915

BASIC Bank Limited

Uttara Branch, Dhaka

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

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.026.50.18.25.2822 dated September 24, 2025 of The Branch In-charge, BASIC Bank Limited, Uttara Branch, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of The General Manager of Circle-4; the Bank Authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 24, 2025 or the date of travel with a permission to visit India for medical treatment of your child 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.
7. Your previously approved leave letter Ref. no. 53.09.0000.818.08.000.25.2161 dated July 20, 2025 has been cancelled.

Yours faithfully,

Sd/-

Md. Mamunur Rahman

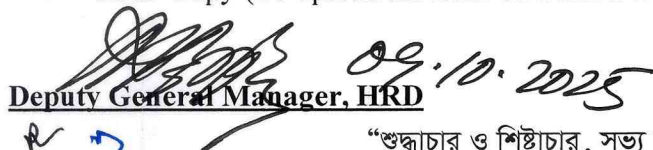
Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386405

Copy for information & Necessary action:

- The General Manager, Circle-4, 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. Afaz Uddin, ID#2827, Senior Principal Officer, BASIC Bank Limited, Uttara Branch, Dhaka will take over the charges of the branch temporarily during the sanctioned leave period of Mr. Md. Abu Sahid, ID# 2400, Assistant General Manager.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ HRD Copy (To upload the letter on Bank's website).


Deputy General Manager, HRD

“স্বাচ্ছন্দ্য ও শিষ্টাচার, সভ্য জাতির অহংকার”