



**BASIC Bank PLC.**

Serving people for progress  
A 100% STATE OWNED COMMERCIAL BANK



**বেসিক ব্যাংক লিমিটেড**

সম্মানিত পথে মানুষ্যত্ব সাথে  
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 586

Date: March 3, 2026

**Ms. Wahida Sultana (ID#1758)**

Principal Officer

Passport No. A08832451

Compliance Division

BASIC Bank PLC.

Head Office, Dhaka

Subject: Sanction of 21 (Twenty One) days leave (outside Bangladesh) with full pay to Visit Saudi Arabia.

Dear Sir,

Please refer to the letter ref. no. 53.09.0000.811.68.000.26.245 dated February 25, 2026 of Divisional In-charge, Compliance Division, BASIC Bank PLC., Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the Divisional In-charge; the Bank Authority has sanctioned 21 (Twenty One) days leave (outside Bangladesh) including transit period and government/weekly holidays from March 05, 2026 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 PLC. & 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 PLC., Head Office, Dhaka.
- The Deputy General Manager, Compliance Division, BASIC Bank PLC., 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**

*(Signature)*

“সুদ্বাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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