



BASIC Bank PLC.

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK



বাসিক ব্যাংক লিমিটেড

সমৃদ্ধির পথে মানুষের সাথে

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 773

Date: March 16, 2026

Release Order

Financial Institutions Division, Ministry of Finance, Government of Bangladesh approved 10 (Ten) days Ex-country Leave from the date of travelling (including travel time) in favor of Md. Ghulam Sayeed Khan (ID#1101), General Manager of BASIC Bank PLC. to visit India for the treatment of his son (copy enclosed) vide their letter no. 53.00.0000.000.242.25.0005.26.86 dated 16/03/2026.

In this regard Mr. Khan will be released from his office after end of working hour on 24/03/2026 to visit India. During the leave period, Mr. Md. Momenul Hoque, (ID#1218), General Manager will discharge the responsibilities assigned to Mr. Md. Ghulam Sayeed Khan.

He is advised to join his job immediately after availing his approved leave.


(Md. Quamruzzaman Khan)
Managing Director & CEO

Md Ghulam Sayeed Khan (ID# 1101)
General Manager
BASIC Bank PLC.
Head Office, Dhaka

Copy forwarded to:

- All Deputy Managing Director, BASIC Bank PLC., Head Office, Dhaka.
- Mr. Md. Momenul Hoque, (ID#1218), General Manager, BASIC Bank PLC., Head Office, Dhaka.
- All General Manager, BASIC Bank PLC., Head Office, Dhaka.
- The Deputy General Manager & In-charge, ICTD, BASIC Bank PLC., Head Office, Dhaka.
- Immigration Officer, All Airports/all Land Ports, Bangladesh.
- Personal File (Staff ID-1101).
- HRD Copy (To upload the letter on Bank's website)

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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Government of the People's Republic of Bangladesh
Ministry of Finance
Financial Institutions Division
Training-2 branch
www.fid.gov.bd

Record Number: 53.00.0000.000.242.25.0005.26.86

Date: 16 Mar 2026

Managing Director & CEO, Basic Bank PLC, Head Office, Dhaka.

Subject: Ex-Bangladesh leave.

The undersigned is directed to convey the administrative approval of the Government of the People's Republic of Bangladesh in favour of the following official to visit abroad under the following terms and conditions:

Name of the Official	Md. Ghulam Sayeed Khan (Passport No: A11137882), General Manager, Basic Bank PLC, Head Office, Dhaka
Accompanied by	Khadiza Pervin (Passport No: A10958899), Wife Md. Ghulam Wafi Khan (Passport No: A11009217), Son
Country to visit	India
Purpose	For the treatment of his son
Period	From 25-03-2026 to 03-04-2026 or 10 (ten) days from the date of travelling (including travel time)

- He will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Basic Bank PLC;
 - He will draw all pay and allowances in local currency;
 - His travelling time will be treated as ex-Bangladesh leave;
 - The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
 - He will not be allowed to stay abroad for more than the approved period.
2. This order has been issued with the approval of the competent authority.



16-03-2026

M M Ashik Reza

Senior Assistant Secretary

Phone : 02223358431

E-mail : sas.training2@fid.gov.bd

Record Number: 53.00.0000.000.242.25.0005.26.86/1 (6)

Date: 16 Mar 2026

A Copy for has been sent consideration and necessary (if applicable) action (Not in the order of seniority):

- Director General, Department of Immigration & Passport, Agargaon, Dhaka;
- Executive Director, Hazrat Shah Jalal International Airport, Dhaka;



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