



**BASIC Bank Limited**

Serving people for progress

A 100% State Owned Commercial Bank

বাসিক ব্যাংক লিমিটেড

শেখ হাসিনা বইন সলিভ স্টাফীন্ বাণিজ্যিক ব্যাংক

**BASIC Bank PLC.**

**Head Office, Dhaka.**

Date: March 24, 2026

Ref No: 53.09.0000.818.08.000.26. 790

**Mr. Juned Ahmed Khan (ID#1350)**

Senior Principal Officer

Passport No. A04558493

BASIC Bank PLC.

Mirpur Bazar Branch

Habiganj

Subject: Sanction of 18 (Eighteen) days leave (outside Bangladesh) with full pay to Visit Saudi Arabia.

Dear Sir,

Please refer to the letter ref. no. 53.09.0000.884.124.2026.1458 dated March 16, 2026 of Circle-4, BASIC Bank PLC., 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-4; the Bank Authority has sanctioned 18 (Eighteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from March 27, 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.

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 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.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- The Senior Principal Officer, BASIC Bank PLC., Mirpur Bazar Branch, Habiganj.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).

**Deputy General Manager, HRD**

“স্বাক্ষর ও শিষ্টাচার, সভ্য জাতির অহংকার”

Head Office : Sena Kalyan Bhaban (5th Floor), 195 Motijheel C/A, Dhaka-1000, Phone : 02-223359185-186, 02-223384830, 02-223388190

02-223384829, 02-9564829, SWIFT : BKSIBDDH, E-mail: basicho@basicbanklimited.com, Website: basicbanklimited.com