

**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. 3850

Date: December 10, 2025

**Mr. Sk. Jalal Md. Khalid Bin Hafiz (ID#1852)**

Assistant General Manager

Passport No. A20251046

Special Asset Management Unit

BASIC Bank PLC.

Head Office, Dhaka

Subject: Sanction of 10 (Ten) days leave (outside Bangladesh) with full pay to Visit Saudi Arabia.

Dear Sir,

Please refer to your letter dated November 27, 2025 and recommendation of The General Manager of Special Asset Management Unit, 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 Special Asset Management Unit; the Bank Authority has sanctioned 10 (Ten) days leave (outside Bangladesh) including transit period and government/weekly holidays from December 13, 2025 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 &amp; In-charge

Human Resources Division

Phone No: 02223386405

**Copy for information & Necessary action:**

- The General Manager, Special Asset Management Unit, 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.
- 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”