

**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

**বাসিক ব্যাংক লিমিটেড**

সম্মিলিত পথে মানুষ্যত্ব সাথে

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26.2513 2530

Date: August 18, 2026

Mr. Mahmudul Hassan Choudhury (ID#1384)

Principal Officer

Passport No. A03047436

BASIC Bank PLC.

Mirpur Bazar Branch

Habiganj

Subject: Sanction of 15 (Fifteen) days leave (outside Bangladesh) with full pay to Visit Saudi Arabia.

Dear Sir,

Please refer to the letter ref. no. 53.09.000.884.62.370.26 dated June 08, 2026 and recommendation 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 Circle-4; the Bank Authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from August 19, 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 join upon completion of the said leave; necessary action will be taken as per the bank's rules.

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.
- Mr. Syed Shah Saif Ahmed, ID#2991, Principal Officer, BASIC Bank PLC., Mirpur Bazar Branch, Habiganj will take over the charges of the branch temporarily during the sanctioned leave period of Mr. Mahmudul Hassan Choudhury, ID# 1384, Principal Officer.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ HRD Copy (To upload the letter on Bank's website).


Deputy General Manager, HRD

“গুদাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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