BASIC Bank PLC.
Serving people for progress
A 100% STATE OWNED COMMERCIAL BANK



বেসিক ব্যাংক পিএলসি
সমৃদ্ধির পথে মানুষের সাথে
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 3346

Date: October 18, 2026

Mr. Md. Moniruzzaman (ID#5259)
Driver
Passport No. B00956548
Common Services Division
BASIC Bank PLC.
Head Office, Dhaka

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

Dear Sir,

Please refer to your letter dated October 15, 2026 and recommendation of the Divisional In-Chage of Common Services 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 18 (Eighteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 19, 2026 to October 26, 2026 as Recrealtion Leave and from October 27, 2026 to November 05, 2026 as Earned Leave 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/-
Abul Kalam Md. Shumsuddin
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, Common Services 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).

18. 10. 2026
Deputy General Manager, HRD

"শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার"