



BASIC Bank Limited

Serving people for progress

A 100% State Owned Commercial Bank

বেসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.24. 2417

Date: September 2, 2024

Mr. Shourav Acharjee (ID#2737)

Senior Principal Officer

Passport No. A15455055

BASIC Bank Limited

Agrabad Branch

Chattogram

Subject: Sanction of 20 (Twenty) days leave (outside Bangladesh) with full pay to Visit Germany.

Dear Sir,

Please refer to the letter ref. no. 53.09.1500.008.99.24.157 dated August 28, 2024 of Branch In-charge, BASIC Bank Limited, Agrabad Branch, Chattogram on the captioned subject.

We would like to inform you that considering your application and recommendation of the Branch In-charge; the Bank Authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) including transit period from September 03, 2024 or the date of travel with a permission to visit Germany for visit purpose 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 Limited & 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/-

Nurur Rahman Chowdhury

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386504

Copy for information & Necessary action:

- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, BASIC Bank Limited, Agrabad Branch, Chattogram- is advised 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.
- Personal File (Staff ID-2737).

Deputy General Manager, HRD

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”