

**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. ২২৭৭

Date: August 3, 2025

Ms. Farzana Ahmed (ID#2736)

Officer

Passport No. A12975631

BASIC Bank Limited

Dhaka Cantonment Branch

Dhaka

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

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.064.08.147.25.560 dated June 19, 2025 of Branch In-charge, BASIC Bank Limited, Dhaka Cantonment Branch, Dhaka 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 15 (Fifteen) days Recreation leave (outside Bangladesh) including transit period and government/weekly holidays from August 16, 2025 with a permission to visit Thailand 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.
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 & 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 Limited, Head Office, Dhaka.
- The Deputy General Manager, BASIC Bank Limited, Dhaka Cantonment Branch, 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).


Deputy General Manager, HRD

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“স্বাচ্ছন্দ্য ও শিষ্টাচার, সভ্য জাতির অহংকার”