

**BASIC Bank Limited***Serving people for progress*

A 100% State Owned Commercial Bank

বেসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.25. 2704

Date: September 4, 2025

Mr. Tanvir Shahajada (ID#1439)

Assistant General Manager

Passport No. A04967866

BASIC Bank Limited

Narsingdi Branch

Narsingdi

Subject: Sanction of 5 (Five) days leave (outside Bangladesh) with full pay to Visit Thailand.

Dear Sir,

Please refer to the letter ref. no. 53.09.6800.019.08.002.2025.558 dated August 18, 2025 of Branch In-charge, BASIC Bank Limited, Narsingdi Branch, Narsingdi on the captioned subject.

We would like to inform you that considering your application and recommendation of the Circle Head; the Bank Authority has sanctioned 5 (Five) days leave (outside Bangladesh) including transit period and government/weekly holidays from September 09, 2025 or the date of travel 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 abroad 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 General Manager, Circle-3, BASIC Bank Limited, Head Office, Dhaka.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- The Branch In-Charge, BASIC Bank Limited, Narsingdi Branch, Narsingdi- is requested to issue a release letter and obtain joining report from the concern employee at the time of joining under intimation to us.
- Mr. Shamim Ahamed, ID#1797, Principal Office, BASIC Bank Limited, Narsingdi Branch, Narsingdi will hold the charge of the Branch during the leave period of Mr. Tanvir Shahajada, Assistant General Manager, Narsingdi Branch, Narsingdi.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ HRD Copy (To upload the letter on Bank's website).

Deputy General Manager, HRD

“স্বাক্ষার ও শিষ্টাচার, সভ্য জাতির অহংকার”