

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

A 100% State Owned Commercial Bank

বসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.25. ২৭/৯

Date: September 7, 2025

Mr. Nitul Kanti Saha (ID#2901)

Deputy General Manager

Passport No. B00695409

Trade Finance Division

BASIC Bank Limited

Head Office, Dhaka

Subject: Sanction of 7 (Seven) days leave (outside Bangladesh) with full pay to Visit Thailand.

Dear Sir,

Please refer to your letter dated August 17, 2025 and recommendation of the General Manager of Trade Finance Division, BASIC Bank Limited, Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the General Manager of Trade Finance Division; the Bank Authority has sanctioned 7 (Seven) days leave (outside Bangladesh) including transit period and government/weekly holidays from September 19, 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 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 General Manager, Trade Finance Division, BASIC Bank Limited, 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, Trade Finance Division, BASIC Bank Limited, Head Office, Dhaka.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- 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”