

Ref No: 53.09.0000.818.08.000.26. 425

Date: February 18, 2026

Mr. Md. Nazir Uddin Ahamad (ID#1152)
Assistant General Manager
Passport No. B00045779
BASIC Bank PLC.
Dhanmondi Branch
Dhaka

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

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.028.70.000.26.147 dated February 02, 2026 of Branch In-charge, BASIC Bank PLC., Dhanmondi Branch, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the General Manager of Circle-1; the Bank Authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from February 22, 2026 or the date of travel 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 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-1, 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.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- The Assistant General Manager & In-charge, BASIC Bank PLC., Dhanmondi Branch, Dhaka.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).


Deputy General Manager, HRD

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”