



BASIC Bank PLC.

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK



বসিক ব্যাংক লিমিটেড

সহকৃত পথে মানুষের জাতি

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. ৫৩০

Date: February 26, 2026

Mr. Shah Md. Nazmus Sakib (ID#1838)

Assistant General Manager

Passport No. A13112076

BASIC Bank PLC.

Matuail Branch, Dhaka

Subject: Sanction of 23 (Twenty Three) days leave (outside Bangladesh) with full pay to Visit Saudi Arabia.

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.061.99.2026.215 dated February 16, 2026 of Branch In-charge, BASIC Bank PLC., Matuail 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 23 (Twenty Three) days leave (outside Bangladesh) including transit period and government/weekly holidays from March 07, 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 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, 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 General Manager, Circle-3, BASIC Bank PLC., Head Office, Dhaka.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- The Assistant General Manager, BASIC Bank PLC., Matuail Branch, Dhaka.
- Mr. Hossain Ahmed, ID#1835, Assistant General Manager, Circle-3, BASIC Bank PLC., Head Office, Dhaka will take over the charges of the branch temporarily during the sanctioned leave period of Mr. Shah Md. Nazmus Sakib, ID# 1838, Assistant General Manager.
- 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”

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