

**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

**বাসিক ব্যাংক লিমিটেড**

সমৃদ্ধিত পথে যাবোমত জায়ে

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26.2844

Date: September 9, 2026

Mr. Tanvir Shahajada (ID#1439)

Assistant General Manager

Passport No. A04967866

BASIC Bank PLC.

Narsingdi Branch, Narsingdi

Subject: Sanction of 20 (Twenty) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.0000.883.008.26.5927 dated September 7, 2026 of Circle-3, BASIC Bank PLC., Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of Circle-3; the Bank Authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) including transit period and government/weekly holidays from September 10, 2026 or the date of travel with a permission to visit India as an attendance for medical treatment of your wife 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 join upon completion of the said leave; necessary action will be taken as per the bank's rules.
7. Your previously approved leave letter Ref. no. 53.09.0000.818.08.000.26.1446 dated May 04, 2026 has been cancelled.

Yours faithfully,

Sd/-

Md. Mamunur Rahman

Deputy General Manager

Human Resources Division

Phone No: 02223386405

Copy for information & Necessary action:

- The General Manager, Circle-3, 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.
- Mr. Md. Saiful Islam, ID#1570, Senior Principal Officer, Branding and Corporate Communication Division, BASIC Bank PLC., Head Office, Dhaka will take over the charges of the branch temporarily during the sanctioned leave period of Mr. Tanvir Shahajada, ID# 1439, Assistant General Manager.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).

 09.09.2026
Deputy General Manager, HRD

উদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার

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