



BASIC Bank Limited

Serving people for progress

A 100% State Owned Commercial Bank

বাসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref. No. 53.09.0000.818.25.71.24.3114

Date: November 12, 2024

Office order

The Management of the Bank has nominated Mr. Nitul Kanti Saha (Staff ID No. 2901), Deputy General Manager & Divisional In-Charge of Trade Finance Division, Head Office and Mr. Md. Sirajum Munir (Staff ID No. 1774), Senior Principal Officer of Tanbazar Branch, Narayangonj to attend the 15th Annual International Trade Conference scheduled on November 25-28, 2024 (excluding travel time) at Kuala Lumpur, Malaysia organized by Dun & Bradstreet (D&B). They will be treated as on duty during this visit and will not be allowed to stay abroad beyond the approved period.

Kind Regards,

Nurul Rahman Chowdhury

Deputy General Manager

Human Resources Division

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Copy for kind information and necessary action:

External

1. HE High Commissioner, High Commission of Malaysia to the People's Republic of Bangladesh; and
2. The Executive Director, Hazrat Shahjalal International Airport, Dhaka.

Internal

1. The General Manager, Trade Finance Division; Head Office;
2. The Deputy General Manager, Tanbazar Branch, Narayangonj;
3. Mr. Md. Jalal Uddin (Staff ID No. 1259), Assistant General Manager, Remittance Unit, Head Office with the instruction to discharge the role of In Charge of Trade Finance Division additionally along with his present role during the period 25/11/2024 to 28/11/2024.

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”