



BASIC Bank PLC.

Serving people for progress
A 100% STATE OWNED COMMERCIAL BANK



বিসিক ব্যাংক লিমিটেড

সমৃদ্ধি পথে মানবতার সাথে
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26.1265

Date: May 5, 2026

Mr. Niaz Musawwir Shah (ID#1472)

Deputy General Manager

Passport No. A02357157

Common Services Division

BASIC Bank PLC.

Head Office, Dhaka

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

Dear Sir,

Please refer to your letter dated April 12, 2026 and recommendation of the General Manager of Common Services Division, BASIC Bank PLC., Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the General Manager of Common Services Division; the Bank Authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) including transit period and government/weekly holidays from July 03, 2026 or the date of travel with a permission to visit Thailand & Malaysia 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.

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, Common Services Division, 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.
- Immigration Officer, All Airports/Ail 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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