

**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

**বাসিক ব্যাংক লিমিটেড**

সহায়িতা পথে মানবসেবা সাথে

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 3260

Date: October 12, 2026

Mr. Niaz Musawwir Shah (ID#1472)

Deputy General Manager

Passport No. A09732893

Real Estate Management Unit

BASIC Bank PLC.

Head Office, Dhaka

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

Dear Sir,

Please refer to your letter dated November 24, 2026 and recommendation of the General Manager, 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; the Bank Authority has sanctioned 15 (Fifteen) days Recreation leave (outside Bangladesh) including transit period and government/weekly holidays from November 01, 2026 to November 15, 2026 with a permission to visit Thailand 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, Real Estate Management Unit, 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. Golam Kabir, ID#1650, Deputy General Manager, Legal Issues Division, BASIC Bank PLC., Head Office, Dhaka will take over the charges of the Unit temporarily during the sanctioned leave period of Mr. Niaz Musawwir Shah, ID# 1472, Deputy General Manager.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ HRD Copy (To upload the letter on Bank's website).

Deputy General Manager, HRD

“স্বাক্ষার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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