Ref No: 53.09.0000.818.08.000.26. 3685

Date: November 12, 2026

Mr. Tanvir Shahajada (ID#1439)
Assistant General Manager
Passport No. A04967866
BASIC Bank PLC.
Islampur Branch
Dhaka

Subject: Sanction of 5 (Five) days leave (outside Bangladesh) with full pay to Visit Bhutan.

Dear Sir,

Please refer to the letter ref. no. 53.09.0000.881.99.2026.7765 dated November 08, 2026 of Circle-1, 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 Circle-1; the bank authority has sanctioned 5 (Five) days leave (outside Bangladesh) including transit period and government/weekly holidays from November 16, 2026 or the date of travel with a permission to visit Bhutan for tourism purpose 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/-
Abul Kalam Md. Shumsuddin
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 Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- The Assistant General Manager & In-charge, BASIC Bank PLC., Islampur Branch, Dhaka.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).

12.11.26
Deputy General Manager, HRD