



BASIC Bank PLC.

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK



বেসিক ব্যাংক লিমিটেড

সমৃদ্ধিত পথে সন্মানিত জাতি

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 1023

Date: April 13, 2026

Mr. Omer Foysol Fateme (ID#3083)

Officer

Passport No. A02313055

BASIC Bank PLC.

Shantinagar Branch

Dhaka

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

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.009.08.2026.498 dated March 29, 2026 of Branch In-charge, BASIC Bank PLC., Shantinagar Branch, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the Branch In-charge; the Bank Authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from April 12, 2026 or the date of travel with a permission to visit Singapore as an attendance for medical treatment of your mother 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.

Yours faithfully,

Sd/-

Md. Mamunur Rahman

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386405

Copy for information & Necessary action:

- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- The Deputy General Manager, BASIC Bank PLC., Shantinagar Branch, 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.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ HRD Copy (To upload the letter on Bank's website).

Deputy General Manager, HRD

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“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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