



BASIC Bank Limited

Serving people for progress

A 100% State Owned Commercial Bank

বাসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

BASIC Bank PLC.

Head Office, Dhaka.

Date: January 22, 2026

Ref No: 53.09.0000.818.08.000.26.199

Ms. Shahana Chowdhury (ID#1455)

Senior Principal Officer

Passport No. A02629290

BASIC Bank PLC.

Asadgonj Branch

Chattogram

Subject: Sanction of 14 (Fourteen) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.1500.016.99.26.81 dated January 15, 2026 of Branch In-charge, BASIC Bank PLC., Asadgonj Branch, Chattogram 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 14 (Fourteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from January 30, 2026 with a permission to visit India for medical treatment 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 submit joining report upon completion of the said leave; your approved earned leave may be converted into extraordinary leave without pay.

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 Assistant General Manager, BASIC Bank PLC., Asadgonj Branch, Chattogram- 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”