



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.

Ref No: 53.09.0000.818.08.000.26. ৪৩

Date: January 12, 2026

Mr. Md. Abu Sahid (ID#2400)

Assistant General Manager

Passport No. A06578915

BASIC Bank PLC.

Bangshal Branch, Dhaka

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

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.026.50.19.26.010 dated January 04, 2026 of The Branch In-charge, BASIC Bank PLC., Bangshal Branch, 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 20 (Twenty) days leave (outside Bangladesh) including transit period and government/weekly holidays from January 15, 2026 or the date of travel with a permission to visit India for medical treatment of your child 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.
7. Your previously approved leave letter Ref. no. 53.09.0000.818.08.000.25.3136 dated October 09, 2025 has been cancelled.

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, 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.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).

Deputy General Manager, HRD

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”