

Ref No: 53.09.0000.818.08.000.26. ৭৭৭

Date: March 16, 2026

**Ms. Sabrina Sharmin (ID#1792)**

Assistant General Manager

Passport No. A09881162

BASIC Bank PLC.

KDA Avenue Branch

Khulna

Subject: Sanction of 16 (Sixteen) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.4700.042.99.26.361 dated March 08, 2026 on the captioned subject.

We would like to inform you that considering your application and recommendation of the General Manager of Circle-2; the Bank Authority has sanctioned 16 (Sixteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from March 29, 2026 or the date of travel with a permission to visit India 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 General Manager, Circle-2, 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, BASIC Bank PLC., KDA Avenue Branch, Khulna.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).

  
Deputy General Manager, HRD

Head Office : Sana Kalyan Bhaban (6th Floor), 195 Motijheel C/A, Dhaka-1000, Phone : 02-223359186, 02-223359589

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