



**BASIC Bank PLC.**

Serving people for progress  
A 100% STATE OWNED COMMERCIAL BANK



**বেসিক ব্যাংক লিমিটেড**

সহজ পথে মানুষের সাথে  
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 1321

Date: May 7, 2026

**Mr. Md. Hasnat Zaman (ID#2620)**

Officer

Passport No. A09881538

BASIC Bank PLC.

Chuadanga Sub-Branch (under Kushtia Branch)

Chuadanga

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

Dear Sir,

Please refer to the letter ref. no. 53.09.5079.036.08.7.26.522 dated April 21, 2026 of Branch In-charge, BASIC Bank PLC., Kushtia Branch, Kushtia 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 July 10, 2026 or the date of travel with a permission to visit India as an attendance for medical treatment of your son 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/-

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 Senior Principal Officer, BASIC Bank PLC., Kushtia Branch, Kushtia- 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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“স্বচ্ছাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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