

**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

**বেসিক ব্যাংক লিমিটেড**

অগ্রদূত পথে মানবতার সাথে

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 3189

Date: October 7, 2026

Mr. Md. Asif Iqbal (ID#1725)

Senior Principal Officer

Passport No. A13199458

BASIC Bank PLC.

Pahartoli Branch

Chattogram

Subject: Sanction of 27 (Twenty Seven) days leave (outside Bangladesh) with full pay to Visit Nepal.

Dear Sir,

Please refer to the letter ref. no. 53.09.1500.045.99.26:1002 dated September 28, 2026 of Branch In-charge, BASIC Bank PLC., Pahartoli 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 27 (Twenty Seven) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 21, 2026 to November 01, 2026 as Earned Leave and November 02, 2026 to November 16, 2026 as Recreation Leave with a permission to visit Nepal as an attendance for medical treatment of your wife 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

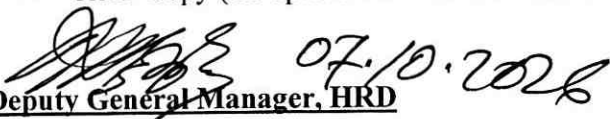
Deputy General Manager & In-charge

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 Assistant General Manager, BASIC Bank PLC., Pahartoli 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

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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