

**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

**বাসিক ব্যাংক লিমিটেড**

অস্বীকৃত পথে স্বাভাবিক সাথে

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26.৩২৪১

Date: October 13, 2026

Mr. Suvash Chakraborty (ID#1813)

Principal Officer

Passport No. A22814921

BASIC Bank PLC.

Dohazari Branch

Chattogram

Subject: Sanction of 93 (Ninety Three) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.1518.059.99.02.2026.269 dated October 01, 2026 of Branch In-charge, BASIC Bank PLC., Dohazari 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 93 (Ninety Three) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 14, 2026 or the date of travel with a permission to visit India for medical treatment of your father 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/-

Abul Kalam Md. Shumsuddin

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., Dohazari 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).


13.10.2026
Deputy General Manager, HRD

“স্বাধীনতা ও শ্রমজীবন, সত্য জাতির অহংকার”

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