

**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

**বেসিক ব্যাংক লিমিটেড**

সমৃদ্ধিত পথে যাবার সাথে

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26.1883

Date: June 23, 2026

Mr. Md. Masruf Alam (ID#2191)

Senior Officer

Passport No. A13542512

BASIC Bank PLC.

Rajshahi Branch

Rajshahi

Subject: Sanction of 29 (Twenty Nine) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.8100.003.68.000.26.803 dated June 07, 2026 of Branch In-charge, BASIC Bank PLC., Rajshahi Branch, Rajshahi 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 29 (Twenty Nine) days leave (outside Bangladesh) including transit period and government/weekly holidays from July 02, 2026 or the date of travel with a permission to visit India for your medical treatment purpose 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., Rajshahi Branch, Rajshahi- 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).


23.06.2026
Deputy General Manager, HRD

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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

SWIFT : BKSIBDDH, E-mail: basicho@basicbanklimited.com, Website: www.basicbankplc.com