

**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

**বাসিক ব্যাংক লিমিটেড**

সহজ পথে মানবসেবা

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26.

Date: July 27, 2026

Mr. Sudeb Kumar Biswas (ID#2760)

Assistant General Manager

Passport No. B00562519

BASIC Bank PLC.

Barisal Branch

Barishal

Subject: Sanction of 30 (Thirty) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.0600.027.99.000.26.852 dated July 13, 2026 and recommendation of the General Manager, Circle-2, BASIC Bank PLC., Head Office, Dhaka 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 30 (Thirty) days leave (outside Bangladesh) including transit period and government/weekly holidays from August 16, 2026 or the date of travel with a permission to visit India for pilgrimage 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 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., Barisal Branch, Barisal.
- Mr. Bidhan Chandra Bosu, ID#2794, Senior Principal Officer, BASIC Bank PLC., Khulna Branch, Khulna will take over the charges of Barisal Branch temporarily during the sanctioned leave period of Mr. Sudeb Kumar Biswas, ID# 2760, Assistant General Manager.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).

Deputy General Manager, HRD

“স্বাধীনতা ও শ্রমজীবী, সত্য জাতির অহংকার”

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