

**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

**বাসিক ব্যাংক লিমিটেড**

সহায়িতা পথে মানবতার সাথে

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. **2291**

Date: July 27, 2026

Ms. Rifat Ara Mouly (ID#2436)

Principal Officer

Passport No. A13119989

Back Office Division

BASIC Bank PLC.

Head Office, Dhaka

Subject: Sanction of 10 (Ten) days leave (outside Bangladesh) with full pay to Visit Malaysia.

Dear Sir,

Please refer to the letter ref. no: 53.09.0000.804.99.359.2026 dated June 25, 2026 of Back Office Division, BASIC Bank PLC., Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the Divisional In-charge; the Bank Authority has sanctioned 10 (Ten) days leave (outside Bangladesh) including transit period and government/weekly holidays from August 03, 2026 or the date of travel with a permission to visit Malaysia 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 Deputy General Manager, Back Office Division, 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.
- 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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“সুদ্বাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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