



Ref No: 53.09.0000.818.08.000.24.2745

Date: October 6, 2024

Ms. Shilpi Rani Ghosh (ID#1361)

Officer (Cash)

Passport No. B00021214

BASIC Bank Limited

Dhanmondi Branch

Dhaka

Subject: Sanction of 40 (Forty) days leave (outside Bangladesh) with full pay to Visit Australia.

Dear Sir,

Please refer to the letter ref. no. 53.2600.028.08.0000.2024.854 dated June 06, 2024 of Branch In-charge, BASIC Bank Limited, Dhanmondi Branch, Dhaka 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 40 (Forty) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 14, 2024 or the date of travel with a permission to visit Australia 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 Limited & 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 02 (two) months from the date of issue.
5. You are advised to submit joining report upon completion of the said leave.

Yours faithfully,

Sd/-

Nurur Rahman Chowdhury

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386504

Copy for information & Necessary action:

- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- The Assistant General Manager, BASIC Bank Limited, Dhanmondi Branch, Dhaka- is advised 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.
- Personal File (Staff ID-1361).

Deputy General Manager, HRD

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”