

**BASIC Bank Limited***Serving people for progress*

A 100% State Owned Commercial Bank

বেসিক ব্যাংক লিমিটেড

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.25. 2635

Date: September 1, 2025

Mr. Hasan Khan (ID#2859)

Assistant Officer (Cash)

Passport No. A18598031

BASIC Bank Limited

Gopalganj Sub-Branch (Under Tungipara Branch)

Gopalganj

Subject: Sanction of 31 (Thirty One) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.3591.034.25.2148 dated August 26, 2025 of Branch In-charge, BASIC Bank Limited, Kotalipara Branch, Gopalganj 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 31 (Thirty One) days leave (outside Bangladesh) including transit period and government/weekly holidays from September 14, 2025 or the date of travel with a permission to visit India for 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 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 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 submit joining report upon completion of the said leave; your approved earned leave may be converted into extraordinary leave without pay.

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 Limited, Head Office, Dhaka.
- The Senior Principal Officer, BASIC Bank Limited, Tungipara Branch, Gopalganj- 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

“স্বাচ্ছন্দ্য ও শিষ্টাচার, সভ্য জাতির অহংকার”