

**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. 3021

Date: September 29, 2025

Mr. Bappi Chandra Saha (ID#5341)

Office Supporting Staff

Passport No. A07631199

Human Resources Division

BASIC Bank Limited

Head Office, Dhaka

Subject: Sanction of 7 (Seven) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to your letter dated September 21, 2025 and recommendation of the Divisional In-charge, Human Resources Division, BASIC Bank Limited, 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 7 (Seven) days leave (outside Bangladesh) including transit period and government/weekly holidays from October 01, 2025 or the date of travel with a permission to visit India as an attendance for medical treatment of your father-in-law 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 Deputy General Manager, Human Resources Division, BASIC Bank Limited, 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

“স্বাক্ষার ও শিষ্টাচার, সভ্য জাতির অহংকার”