

Ref No: 53.09.0000.818.08.000.26. ৭৩১

**Mr. Bidhan Chandra Bosu (ID#2794)**

Senior Principal Officer

Passport No. A09420455

BASIC Bank PLC.

Khulna Branch

Khulna

Subject: Sanction of 15 (Fifteen) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.4700.005.018.26.258 dated March 03, 2026 of Branch In-charge, BASIC Bank PLC., Khulna Branch, Khulna 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 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from April 15, 2026 or the date of travel with a permission to visit India for medical 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.

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, BASIC Bank PLC., Khulna Branch, Khulna- 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**

“সুদ্বাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”