



Ref No: 53.09.0000.818.08.000.26.1509

Date: May 19, 2026

**Mr. Md. Shafiqul Islam (ID#2905)**  
Officer  
Passport No. A16344076  
BASIC Bank PLC.  
Jhalakathi Sub-Branch (under Barisal Branch)  
Barishal

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

Dear Sir,

Please refer to the letter ref. no. 53.09.0600.027.99.001.26.268 dated May 10, 2026 of Branch In-charge, BASIC Bank PLC., Barisal Branch, Barishal 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 7 (Seven) days leave (outside Bangladesh) including transit period and government/weekly holidays from June 05, 2026 or the date of travel with a permission to visit Thailand for accompanying your son, who will participate in the International Olympiad on STEAM and Robotics Bootcamp 2026, 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 Assistant General Manager, BASIC Bank PLC., Barisal Branch, Barishal- 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”