BASIC Bank PLC.
Serving people for progress
A 100% STATE OWNED COMMERCIAL BANK

বেসিক ব্যাংক পিএলসি
সমৃদ্ধির পথে মানুষের সাথে
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 3568

Date: November 4, 2026

Ms. Sadia Afrin (ID#2000)
Principal Officer
Passport No. A11380797
BASIC Bank PLC.
Bashundhara Branch
Dhaka

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

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.049.99.045.2026.837 dated October 12, 2026 of Branch In-charge, BASIC Bank PLC., Bashundhara 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 15 (Fifteen) days Recreation Leave (outside Bangladesh) including transit period and government/weekly holidays from November 08, 2026 to November 22, 2026 with a permission to visit India as an attendance for medical treatment of your mother 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/-
Abul Kalam Md. Shumsuddin
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., Bashundhara Branch, 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).

04.11.2026
Deputy General Manager, HRD