BASIC Bank PLC.
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A 100% STATE OWNED COMMERCIAL BANK



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

Ref No: 53.09.0000.818.08.000.26.3883

Date: November 26, 2026

Ms. Fauzia Tabassum (ID# 2837)
Senior Principal Officer
Passport No. 11398903
Treasury & Capital Market Services Division (TCMSD),
BASIC Bank PLC.
Head Office, Dhaka.

Subject: Sanction of 40 (Forty) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.0000.831.99.331.26.7692, dated: November 04, 2026 of Treasury & Capital Market Services Division (TCMSD), BASIC Bank PLC., Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of Divisional In-Charge of Treasury & Capital Market Services Division (TCMSD); the bank authority has sanctioned 40 (forty) days leave (outside Bangladesh) including transit period and government/weekly holidays comprising 10 days Mandatory Leave w.e.f December 08, 2026 to December 17, 2026 and 30 days Earned Leave w.e.f December 18, 2026 to January 16, 2027 with a permission to visit India for your 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 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 Assistant General Manager, Treasury & Capital Market Services Division (TCMSD), Dhaka, BASIC Bank PLC., Head Office 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).

26.11.2026
Deputy General Manager, HRD