Ref No: 53.09.0000.818.08.000.26.3882

Date: November 26, 2026

Mr. Kazi Kanzur Rahman (ID# 2199)
Principal Officer
Passport No. A11395087
Circle -3,
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. 53.09.0000.831.08.58.26.7698, dated: November 05, 2026 of Circle-3, BASIC Bank PLC., Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of Circle-3; 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 General Manager, Circle-3, 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.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- 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