



**BASIC Bank Limited**

(Bangladesh Small Industries and Commerce Bank Limited)

**Human Resources Division  
Head Office**

**বিসিক ব্যাংক লিমিটেড**

(বাংলাদেশ স্মল ইন্ডাস্ট্রিজ এন্ড কমার্স ব্যাংক লিমিটেড)

Ref. No: 53.09.0000.818.08.001.21.1630

Date: June 30, 2021

**The Deputy General Manager  
Research & Development Division  
BASIC Bank Limited  
Head Office  
Dhaka.**

**Subject: Ex-country station leave (Outside Bangladesh) permission with earned leave on account of Ms. Helena Perveen (ID-1967), Deputy General Manager & In-charge, Research & Development Division, BASIC Bank Limited, Head Office, Dhaka.**

Dear Sir,

Considering your request, the Management of the Bank has sanctioned 27 days earned leave with effect from July 25, 2021 to August 20, 2021 with ex-country station leave (Outside Bangladesh) permission from July 20, 2021 to August 06, 2021 on account of Ms. Helena Perveen (ID-1967), Deputy General Manager & In-charge, Research & Development Division, BASIC Bank Limited, Head Office, Dhaka to visit USA.

Thanking you,

Yours faithfully,

**Sd/-**

Ahmad Hossain  
General Manager

Phone No: 02-9556405

**Copy for information & necessary action:**

- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank Limited, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal International Airport/ All other International Airports/ Land Ports, Bangladesh.
- Ms. Helena Perveen (ID-1967), Deputy General Manager & In-charge, Research & Development Division, BASIC Bank Limited, Head Office, Dhaka
- Personal File (Staff ID-1967).

**General Manager**



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(বাংলাদেশ স্মল ইন্ডাস্ট্রিজ এন্ড কমার্স ব্যাংক লিমিটেড)

Ref No: 53.09.0000.818.08.001.21.1631

Date: June 30, 2021

**The Immigration Officer**

Hazrat Shahjalal International Airport/  
All other International Airports/ Land Ports, Bangladesh

**Subject: Issuance of No Objection Certificate (NOC) for immigration purpose on account of Ms. Helena Perveen (ID-1967), Deputy General Manager & In-charge, Research & Development Division, BASIC Bank Limited, Head Office, Dhaka.**

Dear Sir,

Ms. Helena Perveen (ID-1967), Deputy General Manager & In-charge, Research & Development Division, BASIC Bank Limited, Head Office, Dhaka intends to visit USA. She has been granted necessary leave for this purpose.

The Bank has no objection regarding her said visit to USA.

Thanking you,

Yours faithfully,

**Sd/-**

Ahmad Hossain

General Manager

Phone No: 02-9556405

**Copy for information:**

- Ms. Helena Perveen (ID-1967), Deputy General Manager & In-charge, Research & Development Division, BASIC Bank Limited, Head Office, Dhaka.  
• Personal File (Staff ID-1967).

**General Manager, HRD**