



দি সিকিউরিটি প্রিন্টিং কর্পোরেশন (বাংলাদেশ) লিঃ
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Ref No: 53.18.3300.003.08.074.19- 1502

Date: 11/11/2019

Mrs. Dilara Shaheen
Officer (Examination)
OSP Department
SPCBL, Gazipur-1703

Dear Sir,

Sub : Approval of Ex-Bangladesh Leave.

With reference to your application on 23/10/2019, we would like to inform you that the competent authority has approved your desired 12 (Twelve) days Ex-Bangladesh leave from 17/11/2019 to 28/11/2019 for your medical treatment in India under the following terms & conditions and being holiday on 15/11/2019 & 16/11/2019 you will be released on 14/11/2019 after the close of business:

1. All expenses related to this travel will be borne by you.
2. Leave will be adjusted from your earned leave.
3. You shall not be allowed to overstay without prior permission of the competent authority.
4. For this travel period your salary or any part of it will not be payable in foreign currency.

Sincerely Yours,

Sd./

(Md. Abdul Quddus Miah)
Deputy Manager (Personnel)
Tel. 9205110-15/124

Ref. 53.18.3300.003.08.074.19- 1502

Dated. above

Copy forwarded for information to:

1. DGM(OSP), SPCBL, Gazipur.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
3. System Analyst, SPCBL, Gazipur-(Published For Website).
4. Personal File.
5. Concern File.

Deputy Manager (Personnel)