



দি সিকিউরিটি প্রিন্টিং করপোরেশন (বাংলাদেশ) লিঃ
THE SECURITY PRINTING CORPORATION (BANGLADESH) LTD.

Web Site: www.spcbl.org.bd

Ref No: 53.18.3300.003.08.072.19-1505

Date: 12 /11/2019

Md. Shahjahan
Foreman
EM & CS Division
SPCBL, Gazipur-1703.

Dear Sir,

Sub : Approval of Ex-Bangladesh Leave.

With reference to your application on 28/10/2019, we would like to inform you that the competent authority has approved your desired 26 (Twenty six) days Ex-Bangladesh leave from 15/12/2019 to 09/01/2019 for your medical treatment in India under the following terms & conditions and being holiday on 13/12/2019 & 14/12/2019 you will be released on 12/12/2019 after the close of business:

1. All expenses related to this travel will be borned 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. 9205110-15/116

Ref. 53.18.3300.003.08.072.19-1505

Dated. above

Copy forwarded for information to:

1. GM(Administration), SPCBL, Gazipur.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka./Benapol Jashore.
3. System Analyst, SPCBL, Gazipur-(Published For Website).
4. Personal File.
5. Concern File.

Deputy Manager (Personnel)