



দি সিকিউরিটি প্রিন্টিং কর্পোরেশন (বাংলাদেশ) লিঃ
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Date: 08/08/2022

Anayet Fatema
Senior Assistant Grade-A
Finance & Accounts Department
SPCBL, Gazipur-1703.

Dear Sir,

Sub : Approval of Ex-Bangladesh Leave.

With reference to your application dated 07/08/2022, we would like to inform you that the competent authority has approved your desired 45 (Forty five) days Ex-Bangladesh leave from 11/08/2022 to 24/09/2022 for your medical treatment in India under the following terms & conditions and you will be released on 10/08/2022 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,

(Md. Rashidul Alam Khan)
Manager (Personnel)
Tel. 9205110-16

Ref. 53.18.3300.003.08.28.22- 1072

Dated, above

Copy forwarded for information to:

1. GM(Finance & Accounts), SPCBL, Gazipur.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka./Benapol, Jashore./Dhaka Cantonment Station.
3. System Analyst SPCBL, Gazipur-(Published For Website).
4. Personal file.
5. Concerned file.

Officer (Personnel)