



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

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Date: 16/11/2021

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 14/11/2021, we would like to inform you that the competent authority has approved your desired 60 (Sixty) days Ex-Bangladesh leave from 30/11/2021 to 28/01/2022 for your medical treatment in India under the following terms & conditions and you will be released on 29/11/2021 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,

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

Ref. 53.18.3300.003.08.001.21- 1291

Dated, above

Copy forwarded for information to:

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

(Litan Barua)
Assistant Manager (Personnel)