



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

Web Site: www.spcbl.org.bd

Ref No: 53.18.3300.003.08.070.19-1346

Date: 07/10/2019

MD. Asim Shahzad
Deputy Manager
Foreign purchase
SPCBL, Gazipur-1703.

Dear Sir,

Sub : Approval of Ex-Bangladesh Leave.

With reference to your application on 06/10/2019, we would like to inform you that the competent authority has approved your desired 05 (Five) days Ex-Bangladesh leave from 09/10/2019 to 13/10/2019 for Travelling India under the following terms & conditions and being holiday on 08/10/2019 you will be released on 07/10/2019 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,

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

Ref. 53.18.3300.003.08.070.19-1346

Dated. above

Copy forwarded for information to:

1. GM(Foreign purchase), SPCBL, Gazipur.
2. Immigration Officer, Benapol, Jessore/Dhaka Cantonment Station.
3. System Analyst, SPCBL, Gazipur-(Published For Website).
4. Personal File.
5. Concern File.

Deputy Manager (Personnel)