



দি সিকিউরিটি প্রিন্টিং কর্পোরেশন (বাংলাদেশ) লিঃ
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Date: 17/04/2022

Shamsun Nahar
Senior Assistant Grade-A
Administration Department
SPCBL, Gazipur-1703

Dear Sir,

Sub : Approval of Ex-Bangladesh Leave.

With reference to your application dated 10/04/2022, we would like to inform you that the competent authority has approved your desired 45(Fourty five) days Ex-Bangladesh leave from 11/05/2022 to 24/06/2022 for your medical treatment in India under the following terms & conditions and you will be released on 10/05/2022 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. 53.18.3300.003.08.001.22- 419

Dated, above

Copy forwarded for information to:

1. GM(Administration), 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.

(Litan Barua)
Assistant Manager (Personnel)