

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

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Date: 04/11/2019

Dr. Naheed Sultana
DCMO
Medical Division
SPCBL, Gazipur-1703.

Dear Sir,

Sub : Approval of Ex-Bangladesh Leave.

With reference to your application on 21/10/2019, we would like to inform you that the competent authority has approved your desired 15 (Fifteen) days Ex-Bangladesh leave from 26/12/2019 to 09/01/2020 for Travelling Canada under the following terms & conditions and being holiday on 25/12/2019 you will be released on 24/12/2019 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. Shahidul Islam)
Deputy General Manager
Administration
Tel. 9205101

Ref. 53.18.3300.003.08.070.19- 1468

Dated. above

Copy forwarded for information to:

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


DGM (Administration)