



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

Web Site: www.spcbl.org.bd

Ref No: SPCB/Admin/Personnel/19/2017- ৪২২

Date: ২২ /08/2017

Mrs. Rezina Begum  
Senior Examiner Grade-A  
Bank Note Department  
SPCBL, Gazipur-1703

Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application of 20/08/2017 we would like to inform you that the competent authority has approved your desired 50 days ex-Bangladesh leave from 24/08/2017 to 12/10/2017 to perform 'Hajj' under the following terms and conditions:

1. All expenses related to this travel will be born by you.
2. The 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,

(Mohammad Israfil)  
Deputy Manager (Personnel)  
Tel. 9205110-15/116

Ref. SPCB/Admin/Perso./19/2017- ৪২২,

, Dated. above

Copy forwarded for information to:

1. GM(Banknote), SPCBL, Gazipur.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
3. Manager (IT) SPCBL, Gazipur-(Published For Website)
4. Personnel File.
5. Concern File

Officer (Personnel)