



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- 817

Date: 21 /08/2017

Mr. Md. Ataur Rahman
Security Guard Gr-B
Security Department
SPCBL, Gazipur-1703.

Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application of 06/08/2017 we would like to inform you that the competent authority has approved your desired 46 days ex-Bangladesh leave from 23/08/2017 to 07/10/2017 to perform 'Hajj' under the following terms and conditions:

1. All expenses related to this travel will be borne 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,

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

Ref. SPCB/Admin/Personnel/19/2017- 817,

Dated. above

Copy forwarded for information to:

1. GM (Security) 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)