



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

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Ref No: SPCB/Admin/Personnel/19/2018- ৪৯৫

Date: ০৪/০৭/২০১৮

Shegufta Anjum Aziz
Manager (F&A)
SPCBL, Gazipur-1703.

Dear Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application on 25/06/2018, we would like to inform you that the competent authority has approved your desired 46 (Fourty six) days Ex-Bangladesh leave from 16/07/2018 to 30/08/2018 to perform 'Hajj' under the following terms & conditions and you will be released on 15/07/2018 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

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Dated. above

Copy forwarded for information to:

1. GM(F & A), SPCBL, Gazipur.
- ✓ 2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
3. Manager (IT), SPCBL, Gazipur- (Published For Websit).
4. Personnel File.
5. Concern File.

Deputy Manager (Personnel)