



দি সিকিউরিটি প্রিন্টিং কর্পোরেশন (বাংলাদেশ) লিঃ
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Ref No: SPCB/Admin/Personnel/19/2018- 892

Date: ০৪/০৭/২০১৮

Mohammad Faridul Islam
Supervisor
Administration Department
SPCBL, Gazipur-1703.

Dear Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application on 24/06/2018, we would like to inform you that the competent authority has approved your desired 60 (Sixty) days Ex-Bangladesh leave from 15/07/2018 to 12/09/2018 to perform 'Hajj' under the following terms and conditions and being holiday on 13/07/2018 & 14/07/2018 you will be released on 12/07/2018 after the close of business:

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,

(Md. Abdul Quddus Miah)
Deputy Manager (Personnel)
Tel. 9205110-15/124

Ref. SPCB/Admin/Perso./19/2018- 892

Dated. above

Copy forwarded for information to:

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

Deputy Manager (Personnel)