



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

Web Site: www.spcbl.org.bd

Ref No: 53.18.3300.003.08.001.18- 1634

Date: 27/12/2018

Salma Begum
Assistant Technical officer
Bank Note Department
SPCBL, Gazipur-1703.

Dear Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application on 23/12/2018, we would like to inform you that the competent authority has approved your desired 30 (Thirty) days Ex-Bangladesh leave from 31/12/2018 to 29/01/2019 for medical treatment of your husband in India under the following terms and conditions and being holiday on 28/12/2018, 29/12/2018 & 30/12/2018 you will be released on 27/12/2018 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. 53.18.3300.003.08.001.18- 1634,

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.

Deputy Manager (Personnel)