



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

Web Site: www.spcbl.org.bd

Ref No: SPCB/Admin/Personnel/19/2018- 972

Date: 26/07/2018

Mr. Md. Abdul Momen  
Deputy Manager (Fiare & Sefty)  
SPCBL, Gazipur-1703.

Dear Sir,

**Approval of Ex-Bangladesh Leave.**

With reference to your application on 08/07/2018, we would like to inform you that the competent authority has approved your desired 44 (Fourty Four) days Ex-Bangladesh leave from 01/08/2018 to 13/09/2018 to perform 'Hajj' under the following terms and conditions and you will be released on 31/07/2018 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,

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

Ref. SPCB/Admin/Perso./19/2018- 972

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. Personal File.
5. Concern File.

Asstt. Manager (Personnel)