

The Security Printing Corporation (SPC) Ltd.
Gazipur-1703

Web Site: www.spcbl.org.bd

Ref No: SPCB/Admin/Personnel/19/2017- 1373

Date: 10/12/2017

Dr. Naheed Sultana
DCMO.
Medical Division
SPCBL, Gazipur-1703.

Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application on 10/12/2017, we would like to inform you that the competent authority has approved your desired 11 (Eleven) days Ex-Bangladesh leave from 14/12/2017 to 24/12/2017 for travelling Thailand 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/Person./19/2017-

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. Personnel File.
5. Concern File.



Asstt. Manager (Personnel)