



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- 915

Date: 12/07/2018

Mr. F.M. Morad Hossain
Officer
Production Control
SPCBL, Gazipur-1703.

Dear Sir,

Sub : 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 05 (Five) days Ex-Bangladesh leave from 15/07/2018 to 19/07/2018 for medical treatment of your Wife in India under the following terms & 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 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

Dated. above

Ref. SPCB/Admin/Person./19/2018- 915

Copy forwarded for information to:

1. DGM(PCPIDE), SPCBL, Gazipur.
2. Immigration Officer, Benapol, Jessore./Dorshana, Chuadanga.
3. Manager (IT) SPCBL, Gazipur-(Published For Website).
4. Personal File.
5. Concern File.

Deputy Manager (Personnel)