



Web Site: www.spcbl.org.bd

Ref No: SPCB/Admin/Personnel/19/2018- ৪৭৩

Date: ০৪/০৭/২০১৮

Mrs. Salma Begum  
Assistant Technical Officer  
Banknote Department  
SPCBL, Gazipur-1703.

Dear Sir,

**Approval of Ex-Bangladesh Leave.**

With reference to your application on 28/06/2018, we would like to inform you that the competent authority has approved your desired 47 (Fourty Seven) days Ex-Bangladesh leave from 15/07/2018 to 30/08/2018 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 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

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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. Personal File.
5. Concern File.

Deputy Manager (Personnel)