

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

Web Site: www.spcbl.org.bd

Ref No: SPCB/Admin/Personnel/19/2017-757

Date: 03/08/2017

Mr. Md. Habibullah
Deputy General Manager
Administration
SPCBL, Gazipur-1703

Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application of 27/07/2017 we would like to inform you that the competent authority has approved your desired 50 days ex-Bangladesh leave from 03/08/2017 to 21/09/2017 to perform 'Hajj' 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/Perso./19/2017-757

, 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)