দি সিকিউরিটি প্রিন্টিং করপোরেশন (বাংলাদেশ) লিঃ
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Date: 08/ 05/2019

Mr. Ashes Biswas
Officer (Examination)
Bank note Department
SPCBL, Gazipur-1703.

Dear Sir,

Sub : Approval of Ex-Bangladesh Leave.

With reference to your application on 29/04/2019, we would like to inform you that the competent authority has approved your desired 28 (Twenty Eight) days Ex-Bangladesh leave from 12/05/2019 to 08/06/2019 for Travelling India under the following terms & conditions and being holiday on 10/05/2019 & 11/05/2019 you will be released on 09/05/2019 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

Ref. 53.18.3300.003.08.008.19- 555.

Dated. above

Copy forwarded for information to:

1. GM(Bank note), SPCBL, Gazipur.
2. Immigration Officer, Benapol, Jessore./ Dhaka Cantonment Station.
3. System Analyst SPCBL, Gazipur-(Published For Website).
4. Personal File.
5. Concern File.

Deputy Manager (Personnel)