

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

Web Site: www.spcbl.org.bd

Ref No: SPCB/Admin/Personnel/19/2017- 1232

Date: 15/11/2017

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

Sir,

Sub : Approval of Ex-Bangladesh Leave.

With reference to your application of 12/11/2017, we would like to inform you that the competent authority has approved your desired Ex-Bangladesh leave from the end of working hour on 30/11/2017 to 07/12/2017 for travelling Indonesia 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

Dated. above

Ref. SPCB/Admin/Person./19/2017- 1232,

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. Personal File.
5. Concern File.



Assistant Manager (Personnel)