



দি সিকিউরিটি প্রিন্টিং করপোরেশন (বাংলাদেশ) লিঃ
THE SECURITY PRINTING CORPORATION (BANGLADESH) LTD.

Web Site: www.spcbl.org.bd

Ref No: SPCB/Admin/Personnel/19/2018- 932

Date: 18/07/2018

Mrs. Delowara Begum
Deputy General Manager (F&A)
SPCBL, Gazipur-1703.

Dear Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application on 05/07/2018, we would like to inform you that the competent authority has approved your desired 50 (Fifty) days Ex-Bangladesh leave from 24/07/2018 to 11/09/2018 to perform 'Hajj' under the following terms and conditions and you will be released on 23/07/2018 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,

(Mohammad Israfil)
Deputy Manager (Personnel)
Tel. 9205110-15/116

Ref. SPCB/Admin/Perso./19/2018- 932,

Dated. above

Copy forwarded for information to:

1. GM(F&A), SPCBL, Gazipur.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
3. Manager (IT) SPCBL, Gazipur-(Published For Website).
4. Personal File.
5. Concern File.

Asst. Manager (Personnel)