

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

Web Site: www.spubl.org.bd

Ref No: SPCB/Admin/Personnel/19/2018- 926

Date: 17/07/2018

Mrs. Nargis Akter
Assistant Technical Officer
OSP Department
SPCBL, Gazipur-1703.

Dear Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application on 25/06/2018, we would like to inform you that the competent authority has approved your desired 54 (Fifty Four) days Ex-Bangladesh leave from 22/07/2018 to 13/09/2018 to perform 'Hajj' under the following terms & conditions and being holiday on 20/07/2018 & 21/07/2018 you will be released on 19/07/2018 after the close of business:

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,

Sd/

(Mohammad Israfil)

Deputy Manager (Personnel)

Tel. 9205110-15/116

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Dated. above

Copy forwarded for information to:

1. GM(OSP), SPCBL, Gazipur.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
3. Manager (IT), SPCBL, Gazipur- (Published For Websit).
4. Personnel File.
5. Concern File..

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Assistant Manager (Personnel)