



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

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Date: 12/12/2018

Mrs. Rigan Akhter Chowdhury  
Assistant Technical Officer  
Osp Department  
SPCBL, Gazipur-1703

Dear Sir,

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 15 (Fifteen) days Ex-Bangladesh leave from 17/12/2018 to 31/12/2018 to perform 'Omra Hajj' under the following terms and conditions and being holiday on 14/12/2018, 15/12/2018 & 16/12/2018 you will be released on 13/12/2018 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,

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

Ref. 53.18.3300.003.08.001.18- 15 64.

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 Website).
4. Personal File.
5. Concern File.

Deputy Manager (Personnel)