



Office Order No. SPCB/Admin/Perso./4/2018- 02

Date: 09/01/2018

Visit of SPCBL Officials to China.

This is for information of all concerned that the Corporation has already issued work order to purchase 01(One) Sheet Fed Numbering Machine from M/s. Smart Equipments Limited, China. The following Officials of this Corporation will visit China for the said Inspection & Certification of 01(One) Sheet Fed Numbering Machine. The machine will be shipped after the said Inspection & Certification. The tour will be from 09.01.2018 to 16.01.2018 (including transit period) .

| Sl. No | Name | Designation |
|--------|-------------------------------|--------------------|
| 1 | Mr. Khaled Tasharraf | Executive Engineer |
| 2 | Mr. Mohammad Abdul Karim Khan | Deputy Manager |

They are hereby released from their duties at the close of business at the end of working hour on 09.01.2018 under the following terms & conditions:

1. The period of travel from 09.01.2018 to 15.01.2018 will be treated as official duty & 16.01.2018 as personal tour. For this period, his salary or any part of it will not be payable in foreign currency.
2. They will not be allowed to overstay without prior permission of the competent authority.
3. On return, they will resume their duties in the Corporation and submit a report to the Managing Director within 7(Seven) days
4. All costs for date 16.01.2018 will be borned by the concerned persons.

This order is issued with the prior approval of the competent authority.

(Md.Habibullah)
Deputy General Manager(Admin)
Tel. 9204173

Administration
Personnel Services Section.

Enclose. No. SPCB/Admin/Perso./24/2018- 27 .

Dt: do.

Copy forwarded for information & necessary action to :

1. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
2. Manager (IT), SPCBL, Gazipur- (Published For Website)
3. Persons Concerned.

Assistant Manager (Personnel)