



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

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Ref No: 53.18.3300.003.08.001.18-1132

Date: 10/09/2018

Mr. Md. Humayun Kabir
Officer (IC)
Administration (Department)
SPCBL, Gazipur-1703.

Dear Sir,

Sub : Approval of Ex-Bangladesh Leave.

With reference to your application on 30/08/2018, we would like to inform you that the competent authority has approved your desired 26 (Twenty Six) days Ex-Bangladesh leave from 16/09/2018 to 11/10/2018 for medical treatment along with your elder son in India under the following terms & conditions and being holiday on 14/09/2018 & 15/09/2018 you will be released on 13/09/2018 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,

(Md. Abdul Quddus Miah)
Deputy Manager (Personnel)
Tel. 9205110-15/124

Ref. 53.18.3300.003.08.001.18-1132

Dated. above

Copy forwarded for information to:

1. GM (Administration), SPCBL, Gazipur.
- ✓ 2. Immigration Officer, Benapol, Jessore./ Dhaka Cantonment Station.
3. Manager (IT) SPCBL, Gazipur-(Published For Website).
4. Personal File.
5. Concern File.

Deputy Manager (Personnel)