



দি সিকিউরিটি প্রিন্টিং করপোরেশন (বাংলাদেশ) লিঃ
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Date: 22/12/2019

Md. Abdul Haque
Assistant Technical Officer
Engineering Department
SPCBL, Gazipur-1703.

Dear Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application of 17/12/2019, we would like to inform you that the competent authority has approved your desired 20 (Twenty) days Ex-Bangladesh leave from 24/12/2019 to 12/01/2020 to perform 'Umrah' under the following terms and conditions and you will be released on 23/12/2019 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./

(Md. Abdul Quddus Miah)
Deputy Manager (Personnel)
Tel. 9205110-15/116

Ref. 53.18.3300.003.08.80.19- 1656

Dated. above

Copy forwarded for information to:

1. GM (Bank Note) & Chief Engineer (Incharge), SPCBL, Gazipur.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
3. System Analyst SPCBL, Gazipur-(Published For Website).
4. Personal File.
5. Concern File.

Deputy Manager (Personnel)