

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

Office Order No. SPCB/Admin/Perso./4/2017- 261

Date: 12/12/2017

**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 12.12.2017 to 23.12.2017 (including transit period).

| Sl. No | Name                   | Designation        |
|--------|------------------------|--------------------|
| 1      | Mr. Md. Mahbubul Haque | Manager            |
| 2      | Mr. Md. Habibul Islam  | Assistant Engineer |

They are hereby released from their duties at the close of business at the end of working hour on 12.12.2017 under the following terms & conditions:

1. The whole period of travel will be treated as official duty. For this period, their 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 cost for the above mentioned visit will be borne by the sponsor.

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



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


Administration  
Personnel Services Section.

Enclose. No. SPCB/Admin/Perso./24/2017- 1383

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)