

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

Web site : www.spcbl.org.bd.

Ref. No. SPCBL/Admin/Personnel/19/2017- 1454

Date: 27/12/2017

Mr. Rashid Ahmed
General Manager
Local Purchase & Sales
SPCBL, Gazipur-1703.

Dear Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application on 24/12/2017, we would like to inform you that the competent authority has approved your desired 10 (Ten) days Ex-Bangladesh leave from 01/01/2018 to 10/01/2018 for travelling India under the following terms and Conditions :

1. All expenses related to this travel will be borned 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. SPCBL/Admin/Perso/19/2017- 1454

Date: -do-

Copy forwarded for information to :

1. Manager (Mds Secratariate) SPCBL, Gazipur.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
3. Manager (IT), SPCBL, Gazipur -(Published For Website).
4. Personnel File.
5. Concern File.



Asst. Manager (personnel)