



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

Web Site: www.spcbl.org.bd

Ref No: SPCB/Admin/Personnel/19/2017- 401

Date: ০৩/০৫/২০১৭

Mr. Md. Shahjahan
Assistant Supervisor
Administration Department
The Security Printing Corporation (BD) Ltd.
Gazipur-1703.

Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application of 25/04/2017 we would like to inform you that the competent authority has approved your desired ex-Bangladesh leave from 14/05/2017 to 25/05/2017 for travelling India under the following terms and conditions:

1. All expenses related to this travel will be born by you.
2. The leave will be adjusted from your earned leave.
3. You shall not be allowed to overstay without prior permission of the 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. SPCB/Admin/Personnel/19/2017- 402 Dated. above
Copy forwarded for information to:

1. DGM(Administration), SPCBL, Gazipur.
2. Immigration Officer, Benapol, Jessore/Dorshana, Chuadanga
3. Manager (IT) SPCBL, Gazipur-(Published For Website)
4. Concern File

Asstt. Manager (Personnel)