



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

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Ref No: 53.18.3300.003.08.05.24-459

Date: 10/03/2024

Mr. Md. Moniruzzaman
Internal Checker
Administration Department
SPCBL, Gazipur-1703.

Subject: Approval of Ex-Bangladesh Leave.

Dear,

With reference to your application dated 03/03/2024, we would like to inform you that the competent authority has approved your desired 18 (Eighteen) days Ex-Bangladesh leave from 18/03/2024 to 04/04/2024 for performing medical treatment of you and your wife in India under the following terms and conditions and being holidays from 15/03/2024 to 17/03/2024 you will be released on 14/03/2024 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-allowances or any part of it will not be payable in foreign currency.

Sincerely Yours,

(Md. Abdul Quddus Miah)
Manager (Personnel)
Tel. 996695110-6/116

Ref. 53.18.3300.003.08.05.24-460

Dated: above

Copy forwarded for information to:

1. Deputy Manager (MD's Secretariat) SPCBL, Gazipur.
(For the kind information of Managing Director)
2. General Manager (Administration) Do
3. Systems Analyst (for Publication at Website) Do
4. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka./Benapol, Jashore./Dhaka
Cantonment Station.
5. Personal file.
6. Concerned file.

(Md. Manik Miah)
Asstt. Manager (Personnel)