



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

Ref No: 53.18.3300.003.08.19.25-1851

Date: 26/11/2025

Most Rezina Begum  
Officer (Examination)  
Bank Note Department  
SPCBL, Gazipur-1703.

**Sub: Approval of Ex-Bangladesh Leave.**

Sir,

With reference to your application dated 25/11/2025, we would like to inform you that the competent authority has approved your desired 89 (Eighty Nine) days Ex-Bangladesh leave from 27/11/2025 to 23/02/2026 (Including transit period) for travelling America under the following terms & conditions:

1. All expenses related to this travel will be borne by you;
2. For this travel period your salary-allowances or any part of it will not be payable in foreign currency;
3. Leave will be adjusted from your earned leave;
4. You shall not be allowed to overstay without prior permission of the competent authority;
5. If you fail to report to work after the approved leave, administrative action will be taken against you.

Sincerely Yours,

(Liton Barua)  
Deputy Manager (Personnel)  
Administration Department  
Tel. 02-223375560-7/115

Ref. 53.18.3300.003.08.19.25-1852

Dated: above.

Copy forwarded for information to:

1. Assistant Manager (MD's Secretariate)
2. General Manager (Bank Note)
3. Systems Analyst (for Publication at Website)
- ✓ 4. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
5. Personal file.
6. Concerned file.

SPCBL, Gazipur.

Do

Do

(Md. Khaled Masru)  
Assistant Manager (Personnel)