



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

Ref No: 53.18.3300.003.08.17.25-1659

Date: 21/10/2025

Mrs. Ismat Ara
Officer (Examination)
Bank Note Sheet Section
SPCBL, Gazipur-1703.

Subject: Approval of Ex-Bangladesh Leave.

Dear Sir,

With reference to your application dated 06/10/2025 on the captioned subject, we would like to inform that you have been permitted to visit Saudi Arabia for performing "Holy Umrah" for 24 (Twenty Four) days (including transit period) with effect from 11/11/2025 or from the date of travel within one month from the mentioned date on the following terms and conditions:

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,

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

Ref. 53.18.3300.003.08.17.25-1660

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. Tuhinuzzaman)
Officer (Personnel)