



**Nitol Motors Ltd. (Service)**  
100, Tongi I/A, Gazipur.



**OFFICIAL TOUR ORDER**

Date: / /2013

As per decision of management , Mr. ....  
ID No ..... will visiting to ..... for  
.....visit

Start from Station : / /2013 at 09:00 AM  
Back to Station : / /2013

If required any extension of visit duration please be inform under  
signed for prior approval.

**CBO / CFO /Sr. DGM (Admin) / AGM (Technical) / Ws.  
Incharge**

CC to 1. Department Head.  
2. A/C Department.