

(বিদেশি সংস্থা জড়িত থাকায় ইংরেজিতে লেখা)

Chittagong City Corporation
Nagar Bhaban
Anderkilla, Chittagong

Memo no : 46.11.1600.001.31.620.18. 110


Date : 28/01/18

Office Order

The undersigned is directed to convey permission to the following employee to go to India for his Daughter's better treatment purpose and also the sanction of earned leave.

SL	Name of official	Designation	Leave Sanction	
			From	To
1	Mr.A.T.M. Salim Reza (Passport No: BR 0337573)	Sub-Asstt. Engineer Engineering Department	28-01-18 or 30 days from the date of departure	26-02-18

02. Terms and conditions:
- All expenses will be borne by himself.
 - Chittagong City Corporation will not be liable for any of his expenses.
 - He will not be allowed to stay abroad more than the approved period.
03. The order is issued with the approval of the competent authority.


(Mohammed Abul Hossain)
Secretary (Deputy Secretary)
Phone ; 612888
Email.hossainadmn@gmail.com

Copy for kind information and necessary action to (Not in order of Seniority) :-

- Chief Engineer, Chittagong City Corporation
- P.S. to Hon'ble Mayor, Chittagong City Corporation
- Chief Accounts Officer, Chittagong City Corporation
- Executive Engineer(Devision-8), Chittagong City Corporation
- Director, Immigration & Passport, Agargoan, Dhaka
- Immigration Officer, International Airport , Chittagong/Dhaka/Benapol Land port, Jessore/Aqaura Land port, B.Bariya
- Visa Officer, Indian High Commission, Chittagong
- Deputy Secretary, Chittagong City Corporation
- IT Officer, Sarvar room(With the request to upload the letter in the CCC's Official website)
- Private Assistant to the Chief Executive Officer, Chittagong City Corporation
- Head Assistant, General Section, Chittagong City Corporation
- Mr. A.T.M. Salim Reza, Sub-Asstt. Engineer, Chittagong City Corporation
- Personal File
- www.ccc.org.bd.