

(বিদেশি সংস্থা জড়িত থাকায় ইংরেজিতে লেখা)

Chittagong City Corporation
Nagar Bhaban
Anderkilla, Chittagong
www.ccc.org.bd

Memo no : 46.11.1600.001.31.282.18.- 253

Date : 08. 03. 2018

Office Order

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

SL	Name of official	Designation	Leave Sanction	
			From	To
1	Mr. Jalal Ahmed Chowdhury (Passport No BQ- 01717018)	Office Supporting Staff Public Relation Section, Secretariat Department	15-03-2018 or 32 days from the date of departure	15-04-2018

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


Secretary
Chittagong City Corporation
Phone : 612888

Copy Forwarded for kind information and necessary actions:-

- Director, Immigration & Passport, Agargoan, Dhaka
- Immigration Officer International Airport , Chittagong/Dhaka/Benapol Land port, Jessore/Akhaura Land port
- Visa Officer, Indian High Commission, Chittagong
- P.S. to Hon'ble Mayor, Chittagong City Corporation
- Deputy Secretary, Chittagong City Corporation
- IT Officer, Server room (With the request to upload the letter in the CCC's Official website)
- Public Relation Officer, Chittagong City Corporation
- Private Assistant to the Chief Executive Officer, Chittagong City Corporation
- Head Assistant, General Section, Secretariat Department, Chittagong City Corporation
- Mr. Jalal Ahmed Chowdhury, Office Supporting Staff, Public Relation Section, Secretariat Department, Chittagong City Corporation
- Personal File