

(বিদেশি সংস্থা জড়িত থাকায় ইংরেজিতে লেখা)

Chittagong City Corporation
Nagar Bhaban
Anderkilla, Chittagong

Memo no : 46.11.1600.001.31.2598.03.18.-355

Date 10.04.18

Office Order

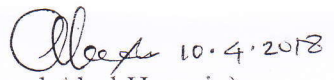
The undersigned is directed to convey permission to the following employee to go to India for her better treatment purpose and also the sanction of the leave without pay.

SL	Name of official	Designation	Leave Sanction	
			From	To
1	Ms.Sonoara Begum (Passport No OC 0082444)	Computer Operator Computer Section, Secretariat Department.	15-04-2018 or 60 days from the date of departure	13-06-2018

02. Terms and conditions:

- All the expenses will be borne by herself.
- Chittagong City Corporation will not be liable for any of her expenses.
- She 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 Forwarded for kind information and necessary actions:(Not in order of Seniority)

1. P.S. to Hon'ble Mayor, Chittagong City Corporation
2. Director, Immigration & Passport, Agargoan, Dhaka
3. Immigration Officer International Airport , Chittagong/Dhaka/Benapol Land port, Jessore/Akhaura Land port
4. Visa Officer, Indian High Commission, Chittagong
5. Deputy Secretary, Chittagong City Corporation
6. IT Co-ordinator, Computer Section, Secretariat Department, Chittagong City Corporation
7. IT Officer, Server room(With the request to upload the letter in the CCC's Official website)
8. Private Assistant to the Chief Executive Officer for his kind information
9. Head Assistant, General Section, Secretariat Department, Chittagong City Corporation
10. Ms. Sonoara Begum, Computer Operator, Secretariat Department, Chittagong City Corporation
11. Personal File
12. www.ccc.org.bd.