

(বিদেশি সংস্থা জড়িত থাকায় ইংরেজিতে লেখা)

Chittagong City Corporation  
Nagar Bhaban  
Anderkilla, Chittagong

Memo no : 46.11.1600.001.31.475.18.- 405

Date : 24.04.18

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         |
|    | Mr. Rupan Kanti Chowdhury<br>(Passport No.:OC 4117889) | Deputy Taxation<br>Officer(Licence)<br>Revenue Circle-2<br>Revenue Department | 25-04-2018<br>or<br>12 days from<br>the date of<br>departure | 06-05-2018 |

02. Terms and conditions:
- All the 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:- (Not in order of Seniority) :

- Chief Revenue Officer, Chittagong City Corporation
- P.S. to Hon'ble Mayor, Chittagong City Corporation
- Chief Accounts Officer, Chittagong City Corporation
- Immigration Officer, International Airport , Chittagong/Dhaka/Benapol Land port, Jessore
- Visa Officer, Indian High Commission, Chittagong
- Deputy Secretary, Chittagong City Corporation
- IT Officer, Server room (With the request to upload the letter in the CCC's Official website)
- Taxation Officer, Revenue Circle-2, Revenue Department.
- P.A to chief Executive officer for his kind information
- Head Assistant, General Section, Secretariat Department
- Mr. Rupan Kanti Chowdhury, Deputy Taxation Officer(Licence), Revenue Circle-2, Revenue Department
- Personal File