

(বিদেশি সংস্থা জড়িত থাকায় ইংরেজিতে লেখা)

Chittagong City Corporation
Nagar Bhaban
Anderkilla, Chittagong

Memo no : 46.11.1600.001.31.811.14.-418

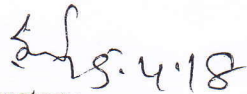
Date : 25.04.18

Office Order

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

SL	Name of official	Designation	Leave Sanction	
			From	To
	Mr. Lala Mathor (Passport No.:BR -0271961)	Cleaner, 31 Number Alkaran Ward Conservancy Department Chittagong City Corporation	25-04-2018 or 30 days from the date of departure	24-05-2018

02. Terms and conditions:
- All the expenses will be borne by himself
 - Chittagong City Corporation will not be liable for any of him 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 Accounts Officer, Chittagong City Corporation
- P.S. to Hon'ble Mayor, Chittagong City Corporation
- Immigration Officer International Airport , Chittagong/Dhaka/Benapol Land port, Jessore
- Visa Officer, Indian High Commission, Chittagong
- Deputy Secretary, Chittagong City Corporation
- Chief Conservancy Officer, Chittagong City Corporation
- IT Officer, Server room (With the request to upload the letter in the CCC's Official website)
- P.A to chief Executive officer for his kind information
- Head Assistant, General Section, Secretariat Department
- Mr. Lala Mathor , Cleaner, 31 Number Alkaran Ward, Conservancy Department Chittagong City Corporation
- Personal File