

(বিদেশি সংস্থা জড়িত থাকায় ইংরেজিতে লেখা)

Chittagong City Corporation
Nagar Bhaban
Anderkilla, Chittagong

Memo no : 46.11.1600.001.31.38.18-422

Date : 30.03.18

Office Order

The undersigned is directed to convey permission to the following employee to go to Saudi Arabia to perform holy Omra Hajj and also the sanction earned leave.

SL	Name of official	Designation	Leave Sanction	
			From	To
1	Mr. Mahabubul Alam (Passport No.: BA-0628906)	Tax Collector Revenue Department Revenue Circle-7	06-05-2018 or 20 days from the date of departure	25-05-2018

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 (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
- Deputy Secretary, Chittagong City Corporation
- Immigration Officer Hazrat Shah Amanat/Shah Jalal, International Airport, Chittagong/Dhaka
- Visa Officer, Embassy of Saudi Arabia, Dhaka
- Taxation Officer (Act.), Revenue Circle-7
- 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
- Mr. Mahabubul Alam, Tax Collector, Revenue Circle-7, Revenue Department,
- Head Assistant, General Section, Chittagong City Corporation
- Personal File