

(বিদেশি সংস্থা জড়িত থাকায় ইংরেজিতে লেখা)

Chittagong City Corporation  
Nagar Bhaban  
Anderkilla, Chittagong

Memo no : 46.11.1600.001.31.475.18.- 428

Date 30.04.18

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 extended leave .

SL	Name of official	Designation	Leave Sanction	
			From	To
	Mr. Rupan Kanti Chowdhury (Passport No.:OC 4117889)	Deputy Taxation Officer(Licence) Revenue Circle-2 Revenue Department	07-05-2018 6 days Extended leave	12-05-2018

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

  
30.4.18  
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