

Chattogram City Corporation
Nagar Bhaban
Anderkilla, Chattogram

Memo no : 46.11.1600.001.31.185.94-578


Date : 21.06.18

Office order

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

SL	Name of official	Designation	Leave.Sanction	
			From	To
1	Mr. Benazir Ahmed Bhuiyan (Passport No. BİR-0174110)	P.A to Secretary, Secretariat Department	28-07-2018 or 50 days from the date of departure	15-09-2018

02. Terms and conditions :
- All expenses will be borne by himself.
 - Chattogram 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.


(Mohammed Abul Hossain)
Secretary (Deputy Secretary)
Chattogram City Corporation
Phone ; 612888

Copy Forwarded for kind information and necessary actions:- (Not in order of Seniority)

1. P.S. to Hon'ble Mayor, Chattogram City Corporation
2. Immigration Officer Hazrat Shah Amanat/Shah Jalal, International Airport, Chattogram /Dhaka
3. Visa Officer, Embassy of Saudi Arabia, Dhaka
4. Deputy Secretary, Chattogram City Corporation
5. IT Officer, Server room (With the request to upload the letter in the CCC's Official website)
6. Private Assistant to the Chief Executive Officer, Chattogram City Corporation
7. Mr. Benazir Ahmed Bhuiyan, P.A To Secretary, Chattogram City Corporation
9. Head Assistant, General Section, Chattogram City Corporation
10. Personal File