

(বিদেশি সংস্থা জড়িত থাকায় ইংরেজিতে লেখা)

Chittagong City Corporation
Nagar Bhaban
Anderkilla, Chittagong

Memo no : 46.11.1660.01.31.599-951

Date : 21.09.2017

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

SL	Name of official	Designation	Leave Sanction	
			From	To
1	Mr. Md. Abdul Malek (Passport No-OC 2060817)	Electric Mistry Engineering Department Chittagong City Corporation	24-09-2017 or 30 days from the date of departure	23-10-2015

02. Terms and conditions:
- All the expenses will be borne by him.
 - 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


Chief Executive Officer
Chittagong City Corporation
Phone ; 031-611496
03

Copy Forwarded for information and necessary action:

- Secretary, Chittagong City Corporation
- Chief Engineer, Chittagong City Corporation
- P.S. to Hon'ble Mayor, Chittagong City Corporation
- Chief Accounts Officer, Chittagong City Corporation
- Superintending Engineer(Electrical), Chittagong City Corporation
- Director, Immigration & Passport, Agargaon, Dhaka
- Immigration Officer, International Airport , Chittagong/Dhaka/Benapol Land port, Jessore/Aqaura Land port, B.Bariya
- Visa Officer, Indian High Commission, Chittagong
- Deputy Secretary, Chittagong City Corporation
- Private Assistant to the Chief Executive Officer, Chittagong City Corporation
- Head Assistant, General Section, Chittagong City Corporation
- Md. Abdul Malek, Electric Mistry, Engineering Department, Chittagong City Corporation
- Personal File
- www.ccc.org.bd.