



“শেখ হাসিনার মূলনীতি
গ্রাম শহরের উন্নতি”

Chattogram City Corporation
Nagar Bhaban
Batalihill, Tigerpass, Chattogram
www.ccc.gov.bd

Memo no : 46.11.1600.001.31.455.21 837

Date : 02.09.2021

Office Order

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

SL	Name of official	Designation	Leave Sanctioned	
			From	To
1	Mr.Mozaffar Ahmed (Passport No:BY 0579821)	Road Supervisor Engineering Department Chattogram City Corporation	17-09-21 or 30 days from the date of departure	16-10-21

02. Terms and conditions:

- All the 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. This order is issued with the approval of the competent authority.

By order of the Hon'ble Mayor


(Khaled Mahmud)

Secretary (Deputy Secretary)
Chattogram City Corporation
Phone ; 02333369858

Copy : For information and necessary action:

- Chief Engineer, Chattogram City Corporation
- P.S. to Hon'ble Mayor, Chattogram City Corporation (For kind information of Hon'ble Mayor)
- Chief Accounts Officer, Chattogram City Corporation
- Executive Engineer (Division-07), Engineering Department, Chattogram City Corporation
- Director, Immigration & Passport, Agargoan, Dhaka
- Immigration Officer, International Airport , Chattogram/Dhaka/Benapol Land port. Jashore/Akhaura Land port, B.Bariya
- Visa Officer, Indian High Commission, Chattogram
- Programmer, Server room (With the request to upload the letter in the CCC's Official website)
- Personal Assistant to the Chief Executive Officer, Chattogram City Corporation (For kind information of CEO, CCC)
- Head Assistant, General Section, Chattogram City Corporation
- Mr.Mozaffar Ahmed, Road Supervisor, Chattogram City Corporation
- www.ccc.gov.bd.