

Chattogram City Corporation  
Nagar Bhaban  
Batalihill, Tigerpass, Chattogram  
[www.ccc.gov.bd](http://www.ccc.gov.bd)

Date : 9/03/2026

Memo no : 46.11.1600.001.31.000.89.407

**Office Order**


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

SL	Name of official	Designation	Leave Sanctioned
			29-03-26 To 12-04-26 or 15 days from the date of departure
1	Md. Aklas (passport No-A18129299)	Tex Collector Revenue Circle-2 Revenue Department	

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.

  
08.03.26  
(Mohammad Ashraful Amin)  
Secretary (Deputy Secretary)  
Chattogram City Corporation  
Phone : 02333388807

Copy for information and necessary action (Not in order of Seniority) :-

- Chief Revenue Officer, Chattogram City Corporation
- Chief Accounts Officer, Chattogram City Corporation
- Director General, Department of Immigration & Passports, Passport Bhaban E-7, Agargoan, Shere Bangla Nagar, Dhaka-1207.
- Immigration Officer Hazrat Shah Amanat/Shah Jalal International Airport, Chattogram /Dhaka
- Visa Officer, Saudi Arabia High Commission, Dhaka  
Programar, I.T. Section (With the request to upload the letter in the ccc's Official Website)
- Taxation Officer, Revenue Circle-02, Revenue Department
- P.A. to Mayor, Chattogram City Corporation (For kind information of Hon'ble Mayor)
- P.A. to Chief Executive Officer (for kind information of Chief Executive Officer)
- Md. Aklas, Tex Collector, Circle-02, Revenue Department
- Office copy