

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

Memo no : 46.11.1600.001.31.475.18 -1248

Date : 30/07/26

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 Sanction	
			From	To
1	MD SHOKAT ALI (Passport No.: A21848900)	Office Assistant Secretariat Department	09-08-2026	To 20-08-2026 or 12 Days the date of departure

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.


30.07.26

(Mohammad Ashraful Amin)

Secretary

Chattogram City Corporation

Phone : 02333388807

e-mail: secretary@ccc.gov.bd.

AD

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

- Chief Accounts Officer, Chattogram City Corporation
- Director General Department Immigration & passport, Agargoan, Dhaka
- Mohammad Moinul Hossain Chowdhury, Executive Magistrate, Chattogram City Corporation
- Immigration officer International Airport, Chattogram/Dhaka/Benapol Land port, Jessore/Akhaura Land port.
- Visa Officer, Embassy of Kingdom of Saudi Arabia, Dhaka.
- ✓ Programmer, Secretary Department Chattogram City Corporation (With the request to upload the letter in the CCC's Official website)
- Personal Assistant to the Hon'ble Mayor, Chattogram City Corporation (for kind information of Hon'ble Mayor)
- Personal Assistant to the Chief Executive Officer Chattogram City Corporation (for kind information of CEO)
- MD SHOKAT ALI, Office Assistant, Secretariat Department, Chattogram City Corporation
- Personal File