

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

Memo no : 46.11.1600.001.31.391.09-1346

Date : 17/08/26

Office Order

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

SL	Name of official	Designation	Leave Sanctioned	
			From	To
1	Mrs. Sonia Chakraborty (Passport No- A06364658)	Birth registration assistant Circle-3 Revenue Department	16-08-2026 to 25-08-2026 or 10 days from the date of departure	

02. Terms and conditions:

- All the expenses will be borne by herself.
- Chattogram City Corporation will not be liable for any of her expenses.
- She will not be allowed to stay abroad more than the approved period.

03. This order is issued with the approval of the competent authority.


(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, 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)
- Taxation Officer, Revenue Circle-03, Revenue Department
- P.A. to Mayor, Chattogram City Corporation (For kind information of Hon'ble Mayor)
- P.A. to Chief Executive Officer for his kind information
- Sonia Chakraborty, Computer operator, Circle-03, Revenue Department
- Office copy