

Chattogram City Corporation
Nagar Bhaban
Anderkilla, Chattogram

Memo no : 46.11.1600.001.31.481.07 - 1338

Date : 16/08/26

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 leave without pay.

SL	Name of official	Designation	Leave Sanction	
			From	To
1	SYEDA MAHFUJA BEGUM (Passport No.: A21104225)	Personal Assistant Secretariat Department	13-07-2026	To 26-07-2026 or 14 Days the date of departure

02. Terms and conditions:

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


(Mohammad Ashraful Amin)
Secretary
Chattogram City Corporation
Phone : 02333388807
e-mail: secretary@ccc.gov.bd.

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

- Chief Accounts Officer, Chattogram City Corporation
- Director General Department Immigration & passport, Agargaon, 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, Saudi Arabia High Commission, 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)
- SYEDA MAHFUJA BEGUM, Personal Assistant, Secretariat Department, Chattogram City Corporation
- Personal File