



# SYLHET CITY CORPORATION

Nagar Bhaban

Sylhet-3100, Bangladesh.

Phone: (88-821) 718132/721186/716900/719534/719335, Fax: (88-821) 719335/719336

web: [www.scc.gov.bd](http://www.scc.gov.bd)

e-mail: [ceo@scc.gov.bd](mailto:ceo@scc.gov.bd)

উন্নয়নের গণভঙ্গ  
শেখ হাসিনার মূলমন্ত্র

Memo No.SCC/G-1/1018/07-18/1543

Date: 26.09.2018

## Office Order

**Mr. MD JABERUL ISLAM**, Sub-Assistant Engineer (Mechanical), Sylhet City Corporation, Bangladesh has been granted earned leave (Ex-Bangladesh) for participate in the visit of HIDROMEK Manufacturing Plant and Operation & Maintenance Training on Wheel Excavator to be held in Turkey during 26<sup>th</sup> September to 30<sup>th</sup> September 2018 or 5 (Five) days from the date of departure. This leave is granted under the following terms and conditions:

### 02. Terms & Conditions:

- The period to be spent for the program including transit period will be treated as on duty.
- He will draw their usual pay and allowances from Bangladesh in local currency.
- All expenses in the connection with the visit in Turkey will borne by supplier as per contract.
- On return from abroad, he will report to Sylhet City Corporation and submit a report within 07 days.

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

Sincerely Yours

*[Handwritten Signature]*  
26.09.18

(Muhammad Badrul Haque)  
Chief Executive Officer (Acting)  
Sylhet City Corporation  
Phone: 0821-726009

Memo No.: SCC/G-1/1018/07-18/1543/12

Date: 26.09.2018

### Copy for kind information & necessary action to (not according to Seniority):

- Secretary, Ministry of Foreign Affairs, Dhaka (with request to arrange issuance of note verbale).
- Director General, Immigration & Passport, Dhaka.
- H.E, Ambassador, Embassy of the Republic of Turkey, House No: 7, Road No: 2, Baridhara, Dhaka-1212, Bangladesh.
- H.E, Ambassador, Embassy of the people's Republic of Bangladesh, Turkey.
- P.S. to Hon'ble Minister, Ministry of LGRD &C.
- Director, Hazrat Sha Jalal International Airport, Dhaka.
- P.S to Senior Secretary, Local Government Division.
- Chief Engineer, Sylhet City Corporation.
- Project Director, Urban Resilience Project-DNCC Part, Dhaka.
- Account officer, Sylhet City Corporation.
- Mr. Md Jaberul Islam, Sub-Assistant Engineer (Mechanical), Sylhet City Corporation.
- ICT Consultant, Sylhet City Corporation (For uploading in SCC website).
- Office Copy

*[Handwritten Signature]*  
26.09.18

Chief Executive Officer (Acting)  
Sylhet City Corporation