



Civil Aviation Authority of Bangladesh
HQ, Kurmitola, Dhaka-1229.
www.caab.gov.bd

Record Number: 30.31.0000.000.221.12.0043.79.6205

Date: 05/05/2025

Office Order

Mr. Md Akter Hossin, Airport Fire Leader, Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) of 45 (Forty-Five) days starting from 05/05/2025 or the actual date of commencement of leave. His wife, Ms. Mahmuda Akter, will accompany him during the visit. This leave is granted to perform the holy Hajj in Saudi Arabia under the following terms and conditions:

- (a) He will draw his pay and allowances in local currency; No part of it should be drawn in foreign currency;
- (b) All expenses relating to this travel will be borne by himself; no part of it will be borne by the Government/CAAB;
- (c) He is not allowed to stay abroad beyond the period approved;
- (d) He has to inform the Authority duly after his return and
- (e) The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.

2.0 The order is issued with the approval of the competent Authority.

05-05-2025

Roma Rani Biswas
Assistant Director (Administration)

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Date: 05/05/2025

Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. Director General, Office of the Director General, Director of Immigration & Passports, Agargaon, Dhaka;
2. Executive Director (HSIA), Civil Aviation Authority of Bangladesh (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave);
3. Deputy Director (HR), HR Division, Civil Aviation Authority, Bangladesh;
4. Deputy Director (CNS), CNS Division, Civil Aviation Authority, Bangladesh (With request for publication on website);
5. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and
6. Mr. Md Akter Hossin, Airport Fire Leader, Hazrat Shahjalal International Airport, Dhaka.



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', written over a horizontal line.

05-05-2025

Roma Rani Biswas
Assistant Director (Administration)