



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

Record Number: 30.31.0000.000.221.12.0272.22.6229

Date: 12/05/2025

Office Order

Mr. Mohammed Rashiduzzaman Shawon, Airport Fire Operator, Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) of 45 (Forty Five) days starting from 18/05/2025 or the actual date of commencement of leave. His mother, Mrs. Sultana Razia 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.

12-05-2025

Roma Rani Biswas
Assistant Director (Administration)

Record Number: 30.31.0000.000.221.12.0272.22.6229/1 (7)

Date: 12/05/2025

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. Director, Shah Amanat International Airport, Chattagram;
4. Deputy Director (HR), HR Division, Civil Aviation Authority, Bangladesh;
5. Deputy Director (CNS), CNS Division, Civil Aviation Authority, Bangladesh (With request for publication on website);
6. Passport and Immigration, Shah Amanat International Airport, Chattagram and
7. Mr. Mohammed Rashiduzzaman Shawon, Airport Fire Operator, Hazrat Shahjalal International Airport, Dhaka.



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

12-05-2025

Roma Rani Biswas
Assistant Director (Administration)



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

Record Number: 30.31.0000.000.221.66.0139.08.6240

Date: 13/05/2025

Office Order

Ms. Farhana Yesmin, Accountant of the Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) of 45 (Forty-Five) days starting from 28/05/2025 or the actual date of commencement of leave. This leave is granted to perform the holy Hajj in Saudi Arabia under the following terms and conditions:

- a. She will draw her 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 herself; no part of it will be borne by the Government/CAAB;
- c. She is not allowed to stay abroad beyond the period approved;
- d. She has to inform the Authority duly upon her 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.

13-05-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.66.0139.08.6240/1 (7)

Date: 13/05/2025

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. Director (Finance), Finance Division, Civil Aviation Authority, Bangladesh (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave);
3. Director (Human Resource Development and General Training), 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;

6. Administrative Officer, Administration Division, Civil Aviation Authority, Bangladesh and
7. Accountant, Finance Division, Civil Aviation Authority, Bangladesh.



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

13-05-2025

Roma Rani Biswas
Assistant Director (Admin)