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6/19/2026



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

Record Number: 30.31.0000.000.201.23.0002.22.6544

Date: 03 Jul 2025

Office Order

The undersigned is hereby directed to convey the Authority's approval in favour of the following officers to visit Italy to attend the Factory Acceptance Test (FAT) in accordance with the following dates under the terms and conditions specified in para-2:

Sl No.	Name & Designation of the officers	Place of visit and FAT's item	Dates of visit (period)
1	Md. Abdul Based Sub-Assistant Engineer (E/M) Civil Aviation Authority of Bangladesh.	Italy 500KVA Type Tasted Transformer	10-14 July 2025 or 5 days from the date of actual departure (excluding transit period)
2	Md. Moinuddin Sub-Assistant Engineer (E/M) Civil Aviation Authority of Bangladesh.		

2. Terms & Conditions:

- They will be treated as on duty during the period of their visit;
- They will draw their usual pay and allowances in local currency, no part of it shall be drawn in foreign currency;
- All expenses in connection to the visit will be borne by the "CYWEB-CCECC JV" No part shall be borne by the Authority or GoB;
- They will not be allowed to stay abroad more than the approved period; and
- They have to submit a report on the visit to the Civil Aviation Authority of Bangladesh within fifteen days after their return.

03-07-2025
ROMA RANI BISWAS
Assistant director (Admin)

Record Number: 30.31.0000.000.201.23.0002.22.6544/1
(12)

Date: 03 Jul 2025

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

- Foreign Secretary, Ministry of Foreign Affairs (Attention: Consular Section, Ministry of Foreign Affairs- with the request to issue note verbale for issuing necessary visa.);
- Director General, Director General, DIP;
- Chief Engineer (Current duty), Chief engineer's Office, Civil Aviation Authority, Bangladesh;

4. Executive Director (HSIA), Civil Aviation Authority, Bangladesh;
5. Director (Finance), Civil Aviation Authority, Bangladesh;
6. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh;
7. Director (Regular Duty), Office of the Director (Cox's Bazar Airport, Cox's Bazar), Cox's Bazar Airport, Cox's Bazar;
8. Superintending Engineer (E/M) (Current duty), E/M Circle, Civil Aviation Authority, Bangladesh;
9. PS to Chairman, Chairman office, Civil Aviation Authority, Bangladesh;
10. Officer-in-Charge, Passport & Immigration, Hazrat Shahjalal International Airport, Dhaka.;
11. Mr. Md. Abdul Based, Sub-Assistant Engineer (E/M), Cox's Bazar Airport, Cox's Bazar, Cox's Bazar Airport, Cox's Bazar and
12. Mr. Md Moinuddin, Sub- Assistant Engineer (E/M), Cox's Bazar Airport, Cox's Bazar.



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', positioned above the printed name.

03-07-2025
ROMA RANI BISWAS
Assistant director (Admin)