



Civil Aviation Authority of Bangladesh
HQ, Kurmitola, Dhaka-1229.

www.caab.gov.bd

Record Number: 30.31.0000.000.221.65.0639.17.6747

Date: 31/07/2025

Office Order

Mr. Mofizur Rahman, Office Assistant (Passport no-A05908631) of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) from 20/07/2025 or for 20 (Twenty) days starting from the actual date of commencement of leave. His wife Ms. Mahamuda Rahman will accompany him during the visit. This leave is granted to perform the holy Umrah 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 Government/CAAB;
- (c) He is not allowed to stay abroad beyond the period approved;
- (d) He has to duly inform the Authority upon 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.

31-07-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.65.0639.17.6747/1 (7)

Date: 31/07/2025

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

1. Director General, Director General, DIP;
2. Executive Director, Hazrat Shajalal International Airport, Kurmitola, Dhaka, 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 (HR), HR Division, Civil Aviation Authority, Bangladesh;

4. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh (With request for publication on website);

5. PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh, ;

6. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport Kurmitola, Dhaka and and

7. Mofizur Rahman, Office Assistant, Hazrat Shahjalal International Airport Kurmitola, Dhaka.



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', on a light purple rectangular background.

31-07-2025

Roma Rani Biswas
Assistant Director (Admin)



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

Record Number: 30.31.0000.000.221.65.0162.08.6753

Date: 31/07/2025

Office Order

Mr. Md. Abul Bashar (Passport no. A15498839), Admin Officer of the Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 12 August 2025 or for 15 (Fifteen) days from the actual date of commencement of leave. His wife, Ms. Sabina Akter (Passport no. A15624186), and his two daughters, Jannatul Bushra (Passport no. A15624184), Jannatul Sayma (Passport no. A15624185), will accompany him during the visit. This leave is granted for his treatment in Thailand under the following terms and conditions:

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

02. This order is issued with the approval of the competent Authority.

31-07-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.65.0162.08.6753/1 (8)

Date: 31/07/2025

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

1. Director General, Director General, DIP;
2. Executive Director (HSIA), Office of the Executive Director, Civil Aviation Authority of Bangladesh,
(With a request to inform the Admin Division at the Headquarters upon the concerned employees joining

the office after the leave);

3. Director (Admin), Office of the Director (Admin), Civil Aviation Authority of Bangladesh;
4. Director (HR), HR Division, Civil Aviation Authority of Bangladesh;
5. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority of Bangladesh (With the request for publication on website);
6. PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh;
7. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport Kurmitola and
8. Mr. Md. Abul Bashar, Admin Officer, HSIA (Revenue) Section, Civil Aviation Authority of Bangladesh.



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', written over a light purple rectangular background.

31-07-2025

Roma Rani Biswas
Assistant Director (Admin)