



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

Record Number: 30.31.0000.000.201.53.0061.17.6793

Date: 11/08/2025

Office Order

Mr. Md. Momen Miah, Assistant Engineer (E/M) (C.C) (Passport no: E00121952) of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) of 15 (Fifteen) days starting from 05/09/2025 or the actual date of commencement of leave. His wife, Ms. Mahmuda Sharmin Papiya (37 years), his elder daughter, Ms. Fahmida Sharmin Moupiya (13 years) and his younger daughter, Ms. Fariha Sharmin Prioty (7 years) will accompany him during the visit. This leave is granted for his daughter's treatment in India 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 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.

11-08-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.201.53.0061.17.6793/1 (7)

Date: 11/08/2025

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 (Human Resource Development and General Training), HR Division, Civil Aviation Authority, Bangladesh;
3. Executive Engineer (E/M), E/M Division-1, 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);
4. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh

(With request for publication on website);

5. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka;

6. Assistant Engineer (E/M) (Current duty), E/M Division-1, Civil Aviation Authority, Bangladesh and

7. Administrative Officer, Administration Division, Civil Aviation Authority, Bangladesh.



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

11-08-2025

Roma Rani Biswas
Assistant Director (Admin)