



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

Record Number: 30.31.0000.000.221.31.0262.00.6811

Date: 13/08/2025

### Office Order

Ms. Jarna Rani Roy, Draftsman Cum-Cad Operator (Passport no-A00016636) of the Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 15 August 2025 or for 15 (Fifteen) days from the actual date of commencement of leave. This leave is granted for her treatment in India 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.

13-08-2025

Roma Rani Biswas  
Assistant Director (Admin)

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Date: 13/08/2025

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

- 1. Director General, Director General, DIP;
- 2. Deputy Director (HR), HR Division, Civil Aviation Authority of Bangladesh;
- ✓ 3. Director (CNS), Office of the Director (CNS), Civil Aviation Authority of Bangladesh (With the request for publication on website);
- 4. Executive Engineer (CC), Civil Division-2, 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);

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

6. Passport and Immigration, Darshana/ Benapole Port and

7. Ms. Jarna Rani Roy, Draftsman Cum-Cad Operator, Civil Division-2, Kurmitola, Dhaka-1229..



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

13-08-2025

Roma Rani Biswas  
Assistant Director (Admin)