



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

**Record Number:** 30.31.0000.000.221.48.0504.16.6815

**Date:** 14/08/2025

### **Office Order**

Most. Afroza Begum (Passport no. A03957231), Assistant Security Officer, Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 1st September 2025 to 15 September 2025 or for 15 (fifteen) days from the actual date of commencement of leave. Her husband, Mr. Md. Touhidul Islam (Passport Number-A03650046) will accompany him during the visit. This leave is granted for her husband's treatment in India under the following terms and conditions:

- (a) She will draw her 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;
- (e) The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.

2.0 This order is issued with the approval of the competent authority

14-08-2025

ROMA RANI BISWAS  
Assistant director (Admin)

**Record Number:** 30.31.0000.000.221.48.0504.16.6815/1 (7)

**Date:** 14/08/2025

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

1. Director General, Director General, DIP;
2. Executive director (HSIA), Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka, (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. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh

(with a request to publish on website);

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

6. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and

7. Most. Afroza Begum, Assistant Security Officer, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



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

14-08-2025

ROMA RANI BISWAS  
Assistant director (Admin)