



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

Record Number: 30.31.0000.000.221.48.0109.89.6818

Date: 14/08/2025

Office Order

Mr. Md. Shah Alam, Security Operator (B00464778), Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) from 10 August 2025 to 29 August 2025 or for 20 (Twenty) days from the actual date of commencement of leave. This leave is granted for performing 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 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;
- (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)

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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 request for publication on website);;

5. PS to Chairman, Chairman office, Civil Aviation Authority, Bangladesh;
6. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and
7. Mr. Md. Shah Alam, Security Operator, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



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

14-08-2025

Roma Rani Biswas
Assistant director (Admin)