



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

Date: 24/08/2025

Record Number: 30.31.0000.000.221.14.0064.99.6876

### Office Order

Mr. Md. Azizur Rahaman, Technical Assistant of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 17 (Seventeen) days Earned Leave (Ex-Bangladesh) starting from 01/09/2025 or from the actual date of commencement of leave. 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.

24-08-2025

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), Hazrat Shahjalal International Airport, 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 (HR), HR Division, Civil Aviation Authority of Bangladesh;
4. Senior Systems Analyst, IT Division, Civil Aviation Authority of Bangladesh (With the request for publication on website);
5. PS to the Chariman, Chairman office, Civil Aviation Authority of Bangladesh;
6. Officer-in-Charge, Passport and Immigration, Shah Amanat International Airport, Chattogram and
7. Mr. Md. Azizur Rahaman, Technical Assistant, Hazrat Shahjalal International Airport, Dhaka.