



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

**Record Number:** 30.31.0000.000.221.65.0114.05.6957

**Date:** 04/09/2025

### **Office Order**

Mr. Mohammad Ziaul Hoque, (Passport no-A19762736), Admin Officer of the Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 25 August 2025 or for 30 (Thirty) days from the actual date of commencement of leave. This leave is granted for his father's treatment in India under the following terms and conditions:

- i) He will draw his pay and allowances in local currency; no part of it should be drawn in foreign currency;
- ii) All expenses relating to this travel will be borne by himself; no part of it will be borne by the Government/CAAB.
- iii) He is not allowed to stay abroad beyond the period approved;
- iv) He has to inform the Authority duly upon his return; and
- v) The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.

02. This order is issued with the approval of the competent Authority.

04-09-2025

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), Office of the Executive Director, 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);
3. Director (Admin), Office of the Director (Admin), Civil Aviation Authority of Bangladesh;
4. Director (HR), HR Division, Civil Aviation Authority of Bangladesh;
5. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority of

Bangladesh (With the request for publication on website);

6. PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh;

7. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport Kurmitola and

8. Mr. Mohammad Ziaul Hoque, Admin Officer, HSIA, Civil Aviation Authority of Bangladesh.



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

04-09-2025

Roma Rani Biswas  
Assistant Director (Admin)