



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

**Record Number:** 30.31.0000.000.221.31.0170.15.7054

**Date:** 16/09/2025

### **Office Order**

Mr. Md. Asaduzzaman Akunzi (Passport no. A17180211), Painter of the Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) of 20 (Twenty) days starting from 17/09/2025 or from the actual date of commencement of leave. This leave is granted to perform the holy **Omrah** 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; 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.

16-09-2025

Roma Rani Biswas  
Assistant Director (Admin)

**Record Number:** 30.31.0000.000.221.31.0170.15.7054/1 (7)

**Date:** 16/09/2025

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

1. Director General, Office of the Director General, Director of Immigration & Passports, Agargaon, Dhaka;
2. Executive Director (HSIA), Office of the Executive Director (HSIA), Civil Aviation Authority, Bangladesh (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. Executive Engineer (Civil) (Current duty), Civil Division-3, Civil Circle Project, Civil Aviation Authority,

Bangladesh;

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

7. Mr. Md. Asaduzzaman Akunzi, Painter, Civil Aviation Authority of Bangladesh.



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

16-09-2025

Roma Rani Biswas  
Assistant Director (Admin)