



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

Record Number: 30.31.0000.000.221.61.0328.15.7118

Date: 24/09/2025

Office Order

Ms. Ismat Rahman (Passport no. A14179624), Security Operator of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 25 (twenty-five) days Earned Leave (Ex-Bangladesh) starting from 05 October 2025 or from the actual date of commencement of leave. Her husband, Mr. Md. Abu Sayeed (Passport no. A14436888), and Brother-in-law, Mr. Adnan Hossain (Passport no. A02762541), will accompany her 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 her; 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.

24-09-2025

Roma Rani Biswas
Assistant director (Admin)

Record Number: 30.31.0000.000.221.61.0328.15.7118/1 (7)

Date: 24/09/2025

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 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. Ms. Ismat Rahman, Security Operator, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



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

24-09-2025

Roma Rani Biswas
Assistant director (Admin)