



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

**Record Number:** 30.31.0000.000.221.65.0584.15.7128

**Date:** 24/09/2025

### **Office Order**

Mr. Md. Kamal Hossain Babul (Passport no. A06747992), Office Assistant of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 15 (Fifteen) days Earned Leave (Ex-Bangladesh) from 30/09/2025 or from the actual date of commencement of leave. His wife, Mst. Sharmin Sultana (42 years) and his son, Md. Ratul Hasan Prachurja (19 years) will accompany him during the visit. 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.

24-09-2025

Roma Rani Biswas  
Assistant Director (Admin)

**Record Number:** 30.31.0000.000.221.65.0584.15.7128/1 (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, Hazrat Shajalal International Airport, Kurmitola, Dhaka, Civil Aviation Authority of 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 (HR), 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 the Chairman, Chairman office, Civil Aviation Authority of Bangladesh, ;
6. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport Kurmitola, Dhaka  
and and
7. Mr. Md. Kamal Hossain Babul, Office Assistant, Office of Executive Director, CEMSU, Kurmitola,  
Dhaka.



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

24-09-2025

Roma Rani Biswas  
Assistant Director (Admin)