



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

Record Number: 30.31.0000.000.221.66.0127.08.7197

Date: 09/10/2025

Office Order

Mr. Swapan Kumar Saha, Accountant (Passport no. A14626782) of the Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) of 15 (Fifteen) days starting from 20/10/2025 or from the actual date of commencement of leave. This leave is granted for the treatment of his brother-in-law in India 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.

09-10-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.66.0127.08.7197/1 (6)

Date: 09/10/2025

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. Director, Osmani International Airport, Sylhet (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. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and
6. Mr. Swapan Kumar Saha, Accountant, Osmani International Airport, Sylhet.



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', written over a horizontal line.

09-10-2025

Roma Rani Biswas
Assistant Director (Admin)