



(Replaced by same date and memorandum)

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

**Record Number:** 30.31.0000.000.221.65.0185.15.7221

**Date:** 12/10/2025

## Office Order

Mr. Md. Khalek Kabir (Passport no. A11083880), Upper Division Assistant of the Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 01 October 2025 or for 15 (Fifteen) days from the actual date of commencement of leave. This leave is granted to perform the holy Umrah in Saudi Arabia 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.

17-10-2025

Roma Rani Biswas  
Assistant Director (Admin)

**Record Number:** 30.31.0000.000.221.65.0185.15.7221/1 (8)

**Date:** 12/10/2025

### 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 (HSIA), 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. Chief Engineer (Current duty), Chief engineer's Office, 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. Md. Khalek Kabir, Upper Division Assistant, Chief engineer's Office, Civil Aviation Authority of Bangladesh.



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

17-10-2025

Roma Rani Biswas  
Assistant Director (Admin)