



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

**Record Number:** 30.31.0000.000.221.51.0003.88.7250

**Date:** 15/10/2025

### Office Order

Mr. Nirmol Kumar Deb (Passport no. A10994260), Assistant Security Officer, Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 05 October 2025 to 21 October 2025 or for 17 (Seventeen) days from the actual date of commencement of leave. This leave is granted for his treatment 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;
- (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.

15-10-2025

Roma Rani Biswas  
Assistant director (Admin)

**Record Number:** 30.31.0000.000.221.51.0003.88.7250/1 (7)

**Date:** 15/10/2025

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

1. Director General, Director General, DIP;
2. Executive director (HSIA), 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. Mr. Nirmol Kumar Deb, Assistant Security Officer, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



A handwritten signature in black ink on a light purple rectangular background. The signature appears to be 'Roma Rani Biswas'.

15-10-2025  
Roma Rani Biswas  
Assistant director (Admin)



Civil Aviation Authority of Bangladesh  
HQ, Kurmitola, Dhaka-1229.  
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**Record Number:** 30.31.0000.000.221.65.0095.07.7246

**Date:** 15/10/2025

### **Office Order**

Mr. Abdul Latif (Passport no. A02936921), Admin Officer of the Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 10 December 2025 or for 15 (Fifteen) days from the actual date of commencement of leave. His wife, Ms. Lothifa Akter, mother-in-law Ms. Nurjahan Begum, son Mr. Fahim Mahtab, and daughter Ms. Rahma Akter will accompany him during the visit. 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.

15-10-2025

Roma Rani Biswas  
Assistant Director (Admin)

**Record Number:** 30.31.0000.000.221.65.0095.07.7246/1 (9)

**Date:** 15/10/2025

#### **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;
3. Director (Admin), Office of the Director (Admin), Civil Aviation Authority of Bangladesh;
4. Director (Finance), Office of the Director (Finance), 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);

5. Director (HR), HR Division, Civil Aviation Authority of Bangladesh;
6. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority of Bangladesh (With the request for publication on website);
7. PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh;
8. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport Kurmitola and
9. Mr. Abdul Latif, Admin Officer, Pa to Director (Finance), Civil Aviation Authority of Bangladesh.



A handwritten signature in black ink on a light purple rectangular background.

15-10-2025

Roma Rani Biswas  
Assistant Director (Admin)