



Civil Aviation Authority of Bangladesh
HQ, Kurmitola, Dhaka-1229.

www.caab.gov.bd

Record Number: 30.31.0000.000.221.48.0505.15.7265

Date: 16/10/2025

Office Order

Ms. Romana Afaz (Passport no. B00043352), Security Supervisor of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) from 01 October 2025, 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:

- (a) She will draw her 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 herself; 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) Her husband, Mr. Habibur Rahman, will accompany him during the visit.
- (f) 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

16-10-2025

Roma Rani Biswas
Assistant director (Admin)

Record Number: 30.31.0000.000.221.48.0505.15.7265/1 (7)

Date: 16/10/2025

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

1. Director General, Director General, DIP;
2. Director (Human Resource Development and General Training), HR Division, Civil Aviation Authority, Bangladesh;
3. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh. (With request for publication on website);;
4. Director (Routine Charge), Office of the Director, Cox's Bazar Airport, Cox's Bazar (With a request to

inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave);

5. PS to Chairman, Chairman office, Civil Aviation Authority, Bangladesh;

6. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and

7. Ms. Romana Afaz, Security Supervisor, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



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16-10-2025

Roma Rani Biswas
Assistant director (Admin)



Civil Aviation Authority of Bangladesh
HQ, Kurmitola, Dhaka-1229.

www.caab.gov.bd

Record Number: 30.31.0000.000.221.49.0271.98.7270

Date: 16/10/2025

Office Order

Ms. Rashida Pervin (Passport no. 19748070), Security Supervisor of the Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 26 October 2025 or for 20 (twenty) days from the actual date of commencement of leave. This leave is granted for her 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 herself; 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) Her daughter, Ms. Nishat Tasnim Brishty will accompany her during the visit.
- (f) 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.

16-10-2025

Roma Rani Biswas
Assistant director (Admin)

Record Number: 30.31.0000.000.221.49.0271.98.7270/1 (8)

Date: 16/10/2025

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;
7. Passport and Immigration, Benapole, Jashore, and
8. Ms. Rashida Pervin, Security Supervisor, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



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16-10-2025

Roma Rani Biswas
Assistant director (Admin)