



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

www.caab.gov.bd

Record Number: 30.31.0000.000.221.49.0069.07.7319

Date: 22/10/2025

Office Order

Mr. Sultan Mahmud (Passport no. A17406964), Security Operator, Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) starting from 16 November 2025 or for 18 (eighteen) days from the actual date of commencement of leave. This leave is granted for performing the holy Umrah in Saudia 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 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) His wife, Ms. Rehena Akter (Passport no. A17541593) 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

22-10-2025

Roma Rani Biswas
Assistant director (Admin)

Record Number: 30.31.0000.000.221.49.0069.07.7319/1 (7)

Date: 22/10/2025

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. Sultan Mahmud, Security Supervisor, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



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

22-10-2025

Roma Rani Biswas
Assistant director (Admin)



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

Record Number: 30.31.0000.000.221.30.0317.00.7323

Date: 23/10/2025

Office Order

Mr. Khokon Chandra Mojumder (Passport no. A13652108), Mechanic of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 20 (Twenty) days Earned Leave (Ex-Bangladesh) starting from 01/11/2025 or from the actual date of commencement of leave. His wife, Ms. Susithra Sharker (44 years), elder son, Mr. Sourav Mojumder (23 years), and younger son, Mr. Subrata Mojumder (18 years) will accompany him during the visit. This leave is granted for his treatment in India under the following terms and conditions:

- He will draw his pay and allowances in local currency; no part of it should be drawn in foreign currency;
- All expenses relating to this travel will be borne by himself, no part of it will be borne by the Government/CAAB;
- He is not allowed to stay abroad beyond the period approved;
- He has to inform the Authority duly upon his return and
- 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.

23-10-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.30.0317.00.7323/1 (6)

Date: 23/10/2025

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

- Director General, Office of the Director General, Director of Immigration & Passports, Agargaon, Dhaka;
- Director (Human Resource Development and General Training), HR Division, Civil Aviation Authority, Bangladesh;
- Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh (With request for publication on website);
- Airport Manager, Cumilla Airport, Cumilla (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave);
- Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and

6. Mr. Khokon Chandra Mojumder, Mechanic, Cumilla Airport, Cumilla.



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

23-10-2025

Roma Rani Biswas
Assistant Director (Admin)