



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

Record Number: 30.31.0000.000.221.65.0564.15.7498

Date:

Office Order

Mr. Md. Kabir Ahammed (Passport no. A14722355), Office Support Staff of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 45 (Forty-Five) days Earned Leave (Ex-Bangladesh) starting from 25 December 2025, or from the actual date of commencement of leave. His wife, Ms. Momtaz Parvin, will accompany him during the visit. This leave is granted to meet his daughter's family in Francistown, Botswana, 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 his Son-in-law; 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.

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.65.0564.15.7498/1 (8)

Date:

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), Admin Division, 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);
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. Kabir Ahammed, Office Support Staff, Admin Section, Civil Aviation Authority of Bangladesh.



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

24-11-2025

Roma Rani Biswas
Assistant Director (Admin)



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

www.caab.gov.bd

Record Number: 30.31.0000.000.221.65.0286.15.7500

Date: 24/11/2025

Office Order

Mr. Md. Kamruzzaman (Passport no. A12473375), Upper Division Assistant, Civil Aviation Authority of Bangladesh (CAAB), has been granted 18 (Eighteen) days Earned Leave (Ex-Bangladesh) in his favour starting from 07 December 2025 or from the actual date of commencement of leave. His wife, Ms. Momtaz Zaman (49 years), will accompany him during the visit. This leave is granted for the treatment of his wife 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 him; 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 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.

24-11-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.65.0286.15.7500/1 (9)

Date: 24/11/2025

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), Admin Section, Civil Aviation Authority of Bangladesh;
4. Director (Civil Aviation Academy), Civil Aviation Authority of Bangladesh (With a request to inform the Admin Division at the Headquarters upon the concerned employee's 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, Dhaka and
9. Mr. Md. Kamruzzaman, Upper Division Assistant, Civil Aviation Academy, Kurmitola, Dhaka.



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

24-11-2025

Roma Rani Biswas
Assistant Director (Admin)