



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

Record Number: 30.31.0000.000.221.50.0077.15.7583

Date: 14/12/2025

Office Order

Mr. Abul Hasem (Passport no. A04760704), Security Guard of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 15 (Fifteen) days Earned Leave (Ex-Bangladesh) starting from 25 November 2025 or from the actual date of commencement of leave. His wife, Ms. Monoara Begum (45), will accompany him during the visit. This leave is granted to perform holy Umrah in Saudi 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 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; 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.

14-12-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.50.0077.15.7583/1 (8)

Date: 14/12/2025

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, (With a request to inform the Admin Division at the Headquarters upon the concerned employees joining the office after the leave), Civil Aviation Authority, Bangladesh;
3. Director, Shah Amanat International Airport, Chattagram;
4. Director (HR), HR Division, Civil Aviation Authority, Bangladesh;
5. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh (with the request for publication on website);

6. PS to the Chairman, Chairman office, Civil Aviation Authority, Bangladesh;
7. Officer-in-Charge, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and
8. Mr. Abul Hasem, Security Guard, Shah Amanat International Airport, Chattogram.



A handwritten signature in black ink, appearing to read 'Roma', with a horizontal line underneath it.

14-12-2025

Roma Rani Biswas
Assistant Director (Admin)