



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

**Record Number:** 30.31.0000.000.221.65.0291.15.7596

**Date:** 17/12/2025

### **Office Order**

Mosammat Faizunnessa (Passport no. A15150987), Office assistant cum-computer typist of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 10 (ten) days Earned Leave (Ex-Bangladesh) starting from 21 December 2025 or from the actual date of commencement of leave. Her Husband, Mr. Md. Elias Mia, brother, Mr. Nurun Nobi Rajib, and son, Mr. Md. Irfan Aayan, will accompany her during the visit. This leave is granted for her treatment in India under the following terms and conditions:

- i) She will draw her 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 herself; no part of it will be borne by the Government/CAAB.
- iii) She is not allowed to stay abroad beyond the period approved;
- iv) She has to inform the Authority duly upon her return; and
- v) 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.

17-12-2025

Roma Rani Biswas  
Assistant Director (Admin)

**Record Number:** 30.31.0000.000.221.65.0291.15.7596/1 (8)

**Date:** 17/12/2025

**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, Civil Aviation Authority of Bangladesh;

3. Director (Admin), Office of the Director (Admin), 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. Mosammat Faizunnesa, Office assistant cum-computer typist, Admin Section, Civil Aviation Authority of Bangladesh.



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', positioned above the typed name.

17-12-2025

Roma Rani Biswas  
Assistant Director (Admin)