



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

Record Number: 30.31.0000.000.221.48.0513.91.7637

Date: 23/12/2025

Office Order

Mrs. Umme Habiba Sultana, Security Supervisor (Passport no. A01526380), Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 01 January 2026 to 31 January 2026 or for 31 (thirty-one) days from the actual date of commencement of leave. This leave is granted for her treatment in the United States of America 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) 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.

23-12-2025

Roma Rani Biswas
Assistant director (Admin)

Record Number: 30.31.0000.000.221.48.0513.91.7637/1 (7)

Date: 23/12/2025

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

1. Director General, Director General, DIP;
2. Executive director (HSIA), Hazrat Shahjalal International Airport, Kurmitola, Dhaka-1229. (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 of Bangladesh;
4. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh. (With request for publication on website);
5. PS to Chairman, Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka;
6. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and and

7. Mrs.Umme Habiba Sultana, Security Supervisor, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', positioned above a horizontal line.

23-12-2025

Roma Rani Biswas
Assistant director (Admin)