



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



**Record Number:** 30.31.0000.000.221.14.0308.10.103

**Date:** 13/01/2026

### Office Order

Mr. Md. Rakib Hossain (Passport no. A19096300), Assistant Radio Technician of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 45 (forty-five) days Earned Leave (Ex-Bangladesh) starting from 16/04/2026 or from the actual date of commencement of leave. This leave is granted to perform the holy Hajj 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 duly 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.

13-01-2026

Roma Rani Biswas  
Assistant Director (Admin)

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

1. Director General, Director General, DIP;
2. Director (HR), HR Division, Civil Aviation Authority of Bangladesh;
3. Senior Systems Analyst, IT Division, Civil Aviation Authority of Bangladesh (With the request for publication on website);
4. PS to the Chariman, Chairman office, Civil Aviation Authority of Bangladesh;
5. Airport Manager (Shah Makhdum Airport), Airport Manager (Shah Makhdum Airport, Rajsahi) (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave);
6. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport (HSIA), Dhaka and
7. Mr. Md. Rakib Hossain, Assistant Radio Technician, Shah Makhdum Airport, Rajsahi.



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

13-01-2026  
Roma Rani Biswas  
Assistant Director (Admin)