



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

www.caab.gov.bd



**Record Number:** 30.31.0000.000.221.14.0381.15.104

**Date:** 13/01/2026

### Office Order

Mr. Ahmed Hossain (Passport no. A16773712), Storekeeper of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 7 (seven) days Earned Leave (Ex-Bangladesh) starting from 25 December 2025 or from the actual date of commencement of leave. This leave is granted for his treatment in India under the following terms and conditions:

- He will draw his pay and allowances in local currency; no part of it should be drawn in foreign currency;
- All expenses relating to this travel will be borne by himself; no part of it will be borne by the Government/CAAB;
- He is not allowed to stay abroad beyond the period approved;
- He has to inform the Authority duly upon his return; and
- 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)

**Record Number:** 30.31.0000.000.221.14.0381.15.104/1 (7)

**Date:** 13/01/2026

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

- Director General, Director General, DIP;
- Executive Director (HSIA), Office of the Executive Director, Civil Aviation Authority, Bangladesh (with a request to inform the Admin Division at the Headquarters upon the concerned employees joining the office after the leave);
- Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh (with the request for publication on website);
- Director (CNS) (Current duty), Office of the Director (CNS), Civil Aviation Authority, Bangladesh (with the request for publication on website);
- PS to the Chairman, Chairman office, Civil Aviation Authority, Bangladesh;
- Officer in-charge, Hazrat Shahjalal International Airport, Dhaka and

7. Mr Ahmed Hossain. Storekeeper, Hazrat Shahjalal International Airport, Dhaka..



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)



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



**Record Number:** 30.31.0000.000.221.65.0098.16.105

**Date:** 13/01/2026

### Office Order

Mr. Md. Khalilur Rahman (Passport no. A16038798), Assistant Coordination Officer, Civil Aviation Authority of Bangladesh (CAAB), has been granted 90 (Ninety) days Earned Leave (Ex-Bangladesh) from 01/01/2026 or from the actual date of commencement of leave. This leave is granted to visit the USA under the following terms and conditions:

- He will draw his pay and allowances in local currency; no part of it should be drawn in foreign currency;
- All expenses relating to this travel will be borne by himself; no part of it will be borne by the Government/CAAB;
- He is not allowed to stay abroad beyond the period approved;
- His wife, Mst. Rafana Khan (44) and two daughters, namely Ms. Sauda Rahman and Ms. Aysha Noor, will accompany him during the visit;
- He has to duly inform the Authority upon his return; and
- 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)

**Record Number:** 30.31.0000.000.221.65.0098.16.105/1 (9)

**Date:** 13/01/2026

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

- Director General, Director General, DIP;
- Executive Director, Hazrat Shajalal International Airport, Kurmitola, Dhaka, Civil Aviation Authority of Bangladesh;
- Director (Admin), Administration Division, Civil Aviation Authority of Bangladesh;
- Director (Air Traffic Management-ATM), Director ATM's Office, 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);
- 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. Khalilur Rahman, Assistant Co-ordinator Officer, ATM Division, Civil Aviation Authority of Bangladesh.



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)