



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



Record Number: 30.31.0000.000.221.65.0564.15.177

Date: 28/01/2026

Office Order

Mr. Md. Kabir Ahammed (Passport no. A14722355), Office Assistant of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 45 (Forty-Five) days Earned Leave (Ex-Bangladesh) starting from 04 February 2026, or from the actual date of commencement of leave. His wife, Ms. Momtaz Parvin, will accompany him during the visit. This leave is granted to meet his daughter's family in Francistown, Botswana, under the following terms and conditions:

- i) He will draw his 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 his Son-in-law; no part of it will be borne by the Government/CAAB.
- iii) He is not allowed to stay abroad beyond the period approved;
- iv) He has to inform the Authority duly upon his return; and
- v) The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.

2.0. The Office Order 30.31.0000.000.221.65.0564.15.7503, Date: 25/11/2025 issued in favour of him is declared void.

3.0 This order is issued with the approval of the competent Authority.

28-01-2026

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.65.0564.15.177/1 (8)

Date: 28/01/2026

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 (HSIA), Civil Aviation Authority of Bangladesh;

3. Director (Admin), Office of the Director (Admin), Admin Division, 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. Md. Kabir Ahammed, Office Assistant, Admin Section, Civil Aviation Authority of Bangladesh.



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

28-01-2026

Roma Rani Biswas
Assistant Director (Admin)