



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



Record Number: 30.31.0000.000.221.48.0113.89.189

Date: 01/02/2026

Office Order

Mr. Md. Aktaruzzaman (Passport no.A21273551), Security Supervisor, Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 02 February 2025, for 20 (twenty) days from the actual date of commencement of leave. This leave is granted for performing the holy Umrah in the Kingdom of 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 the Government/CAAB;
- (c) He is not allowed to stay abroad beyond the period approved;
- (d) He has to inform the Authority duly upon his return;
- (e) His wife, Ms. Mahafuza Begum (Passport no. A21391811), will accompany him during the visit ;
- (f)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

01-02-2026

Roma Rani Biswas

Assistant director (Admin)

Record Number: 30.31.0000.000.221.48.0113.89.189/1 (7)

Date: 01/02/2026

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

1. Director General, Director General, DIP;
2. Executive Director (HSIA), Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka, (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, Bangladesh;

4. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh (With request for publication on website);
5. PS to Chairman, Chairman office, Civil Aviation Authority, Bangladesh;
6. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka,
and
7. Md. Aktaruzzaman, Security Supervisor, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka,



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01-02-2026

Roma Rani Biswas
Assistant director (Admin)



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

www.caab.gov.bd



Record Number: 30.31.0000.000.221.61.0841.22.191

Date: 01/02/2026

Office Order

Mr. Joydeb Kumar Saha (Passport No-A17573719), Junior Security Operator of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 30 (thirty) days Earned Leave (Ex-Bangladesh) starting from 30 December 2025 or from the actual date of commencement of leave. This leave is granted for his mother's treatment in India 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 the Government/CAAB;
- (c) He is not allowed to stay abroad beyond the period approved;
- (d) He has to inform the Authority duly upon his return;
- (e) His mother, Ms. Krishna Rani Saha (55), and sister, Ms. Bithi Rani Saha (24), will accompany him during the visit; and
- (f) 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

01-02-2026

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.61.0841.22.191/1 (7)

Date: 01/02/2026

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

1. Director General, Director General, DIP;
2. Director, Shah Amanat International Airport, Chattagram (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), Civil Aviation Authority, Bangladesh;
4. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh (with request for publication on website);
5. PS to the Chairman, Chairman office, Civil Aviation Authority, Bangladesh;

6. Officer-in-Charge, Hazrat Shahjalal International Airport, Kurmitola, Dhaka,
and

7. Mr. Joydeb Kumar Saha, Junior Security Operator, Shah Amanat International Airport, Chattogram,
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01-02-2026

Roma Rani Biswas
Assistant Director (Admin)



Civil Aviation Authority of Bangladesh
HQ, Kurmitola, Dhaka-1229.
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Record Number: 30.31.0000.000.221.50.0091.15.200

Date: 02/02/2026

Office Order

Mr. Md. Shahjahan Kabir (Passport No-A05028488), Security Guard of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 45 (forty-five) days Earned Leave (Ex-Bangladesh) starting from 16 February 2026 or from the actual date of commencement of leave. This leave is granted to meet his son's family in Spain 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 the Government/CAAB;
- (c) He is not allowed to stay abroad beyond the period approved;
- (d) He has to inform the Authority duly upon his return;
- (e) His wife, Mrs. Parul Akter (49), will accompany him during the visit; and
- (f) 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.

02-02-2026

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.50.0091.15.200/1 (7)

Date: 02/02/2026

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, (With a request to inform the Admin Division at the Headquarters upon the concerned employees joining the office after the leave) Civil Aviation Authority, Bangladesh, ;
3. Director (Human Resource Development and General Training), Civil Aviation Authority, Bangladesh;
4. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh (with the request for publication on website);
5. PS to the Chairman, Chairman office, Civil Aviation Authority, Bangladesh;

6. Officer-in-Charge, Hazrat Shahjalal International Airport, Kurmitola, Dhaka,
and

7. Mr. Md. Shahjahan Kabir, Security Guard, Hazrat Shahjalal International Airport, Kurmitola, Dhaka,



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02-02-2026

Roma Rani Biswas
Assistant Director (Admin)