



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

**Record Number:** 30.31.0000.000.221.65.0365.15.243

**Date:** 16/02/2026

## Office Order

Mohammad Akramul Islam (Passport no. A20943518), Office Assistant Cum-Computer Typist, Civil Aviation Authority of Bangladesh (CAAB), has been granted 15 (Fifteen) days Earned Leave (Ex-Bangladesh) from 16/02/2026 or from the actual date of commencement of leave. This leave is granted to perform the holy Umrah 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.

16-02-2026

Roma Rani Biswas  
Assistant Director (Admin)

**Record Number:** 30.31.0000.000.221.65.0365.15.243/1 (8)

**Date:** 16/02/2026

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

1. Director General, Director General, DIP;
2. Executive Director, Hazrat Shahjalal International Airport, Kurmitola, Dhaka, 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);
3. Director Admin, Administration Division, Civil Aviation Authority of Bangladesh;
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, Dhaka, and
8. Mohammad Akramul Islam, Office Assistant Cum-Computer Typist, HSIA, Civil Aviation Authority of Bangladesh,



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

16-02-2026  
Roma Rani Biswas  
Assistant Director (Admin)



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

www.caab.gov.bd

**Record Number:** 30.31.0000.000.221.61.0383.15.252

**Date:** 17/02/2026

### **Office Order**

Mr. Mohammad Jakir Hossain (Passport no. A20836315), Security Operator, Civil Aviation Authority of Bangladesh, has been granted 15 (Fifteen) days Earned Leave (Ex-Bangladesh) from 22 February 2026 or from the actual date of commencement of leave. This leave has been 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. Sifa Akter (Passport no. A20907212), and his son, Mr. Sawban Al Shafee (Passport no. A20907211) 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.

17-02-2026

Roma Rani Biswas  
Assistant director (Admin)

**Record Number:** 30.31.0000.000.221.61.0383.15.252/1 (7)

**Date:** 17/02/2026

**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. Mr. Mohammad Jakir Hossain, Security Operator, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka,



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

17-02-2026  
Roma Rani Biswas  
Assistant director (Admin)