



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

www.caab.gov.bd

Record Number: 30.31.0000.000.221.11.0031.07.265

Date: 18/02/2026

Office Order

Mr. Rafiqul Islam Sujan (passport no. A17624751), Aerodrome Assistant of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 15 (fifteen) days Earned Leave (Ex-Bangladesh) starting from 12 January 2026 or from the actual date of commencement of leave. This leave is granted for his wife's cancer treatment as well as his medical check-up 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 wife, Ms. Imu Sultana (38 years), will accompany him during this 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.

18-02-2026

ROMA RANI BISWAS
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.11.0031.07.265/1 (7)

Date: 18/02/2026

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, 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);
3. Director (HR), HR Division, 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, Dhaka,
and
7. Mr. Rafiqul Islam Sujan, Aerodrome Assintant, Hazrat Shahjalal International Airport, Dhaka,



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', positioned above the typed name.

18-02-2026
ROMA RANI BISWAS
Assistant Director (Admin)