



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

Record Number: 30.31.0000.000.221.65.0226.16.299

Date: 26/02/2026

Office Order

Mr. Md. Jahangir Hossain Mia (Passport no. B00195421), Upper Division Assistant, Civil Aviation Authority of Bangladesh (CAAB), has been granted 09 (Nine) days Earned Leave (Ex-Bangladesh) from 03/03/2026 or from the actual date of commencement of leave. This leave is granted to perform 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 duly inform the Authority upon his return;
- (e) His wife, Ms. Farjana Akter (36 years), 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.

26-02-2026

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.65.0226.16.299/1 (9)

Date: 26/02/2026

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;
3. Director (Admin), Administration Division, Civil Aviation Authority of Bangladesh;
4. Director (HR), HR Division, Civil Aviation Authority of Bangladesh;
5. Director (Planning, Operational Training, Development and Monitoring), 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);

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. Jahangir Hossain Mia, Upper Division Assistant, Planning Division, CAAB. HQ, Kurmitola, Dhaka,



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

26-02-2026

Roma Rani Biswas
Assistant Director (Admin)