



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

www.caab.gov.bd

Record Number: 30.31.0000.000.221.14.0385.15.330

Date: 03/03/2026

Office Order

Mr. Rafiqul Islam (Passport no. A07833262), Store Keeper of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 20 (twenty) days Earned Leave (Ex-Bangladesh) starting from 15/02/2026 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 inform the Authority duly 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.

03-03-2026

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.14.0385.15.330/1 (7)

Date: 03/03/2026

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, Store Keeper, Hazrat Shahjalal International Airport, Dhaka,



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

03-03-2026

Roma Rani Biswas
Assistant Director (Admin)