



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

www.caab.gov.bd

**Record Number:** 30.31.0000.000.221.14.0210.99.348

**Date:** 05/03/2026

### **Office Order**

Ms. Akrin Khanam (Passport no. E00136318), Radio Technician, Civil Aviation Authority of Bangladesh, has been granted 45 (Forty Five) days Earned Leave (Ex-Bangladesh) starting from 19/04/2026 or the actual date of commencement of leave. This leave is granted to perform the holy hajj in the Kingdom of Saudi Arabia under the following terms and conditions:

- (a) She 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 her; no part of it will be borne by the Government/CAAB;
- (c) She is not allowed to stay abroad beyond the period approved;
- (d) She has to inform the Authority duly after 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.

05-03-2026

Roma Rani Biswas  
Assistant Director (Administration)

**Record Number:** 30.31.0000.000.221.14.0210.99.348/1 (7)

**Date:** 05/03/2026

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

1. Director General, Office of the Director General, Director of Immigration & Passports, Agargaon, Dhaka,  
a,  
;
2. Executive Director (HSIA), 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 (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 the 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. Ms. Akrin Khanam, Radio Technician, Hazrat Shahjalal International Airport, Dhaka,



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

05-03-2026

Roma Rani Biswas  
Assistant Director (Administration)