



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

www.caab.gov.bd

Record Number: 30.31.0000.000.221.48.0144.98.383

Date: 11/03/2026

Office Order

Ms. Morsheda Akter (Passport no. A15343160), Security Supervisor, Civil Aviation Authority of Bangladesh, has been granted 25 (twenty-five) days Earned Leave (Ex-Bangladesh) from 01 March 2026 or the actual date of commencement of leave. This leave is granted for performing the holy Umrah and visiting relatives in the Kingdom of Saudi Arabia under the following terms and conditions:

- (a) She will draw her 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 herself. 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 upon his return;
- (e) Her Husband, Mr. Shamim Newaz (Passport no. A14884267), her mother, Mrs. Tahamina Begum (Passport no. A21797393), and her sons, Mr. Shakib Newaz (Passport no. A14915831) and Mr. Musa Ibrahim (Passport no. A14896655), 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.

11-03-2026

Roma Rani Biswas
Assistant director (Admin)

Record Number: 30.31.0000.000.221.48.0144.98.383/1 (7)

Date: 11/03/2026

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

1. Director General, Director General, DIP;

2. Executive Director (HSIA), 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. Ms. Morsheda Akter, Security Supervisor, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



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

11-03-2026

Roma Rani Biswas
Assistant director (Admin)