



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



Record Number: 30.31.0000.221.65.560.15.4072

Date: 06/06/2024

Office Order

Mrs Helena Akter, Office Assistant, Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) from 25/06/2024 to 09/07/2024 or for 15 (Fifteen) days starting from the actual date of commencement of leave. His son Md. Sumon Hossain will accompany him during the visit. This leave is granted for medical purposes in India under the following terms and conditions:

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 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; 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.

06-06-2024

Md. Nejam Uddin

Assistant Director (Human Resource
Development & General
Training)

Record Number: 30.31.0000.221.65.560.15.4072/1 (6)

Date: 06/06/2024

(Not in the order of

Copy for Kind Information and Necessary Actions seniority)

:

1. Director General, Director General, DIP;
2. Office of the Executive Director (HSIA), Civil Aviation Authority, Bangladesh;
3. Director (CNS), Office of the Director (CNS), Civil Aviation Authority, Bangladesh (With the request for publication on website);
4. Director (Fire) (ongoing duty), Fire Control Division, Civil Aviation Authority, Bangladesh (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the

office after the leave);

5. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport Kurmitola, Dhaka and

6. Mrs Helena Akter, Office Assistant, Fire Control Division, Civil Aviation Authority, Bangladesh.



A handwritten signature in black ink, appearing to be 'Md. Nejam Uddin', located above the printed name.

06-06-2024

Md. Nejam Uddin

Assistant Director (Human Resource
Development & General
Training)