



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

Record Number: 30.31.0000.221.65.139.08.4826

Date: 30/09/2024

Office Order

Mr. Hafezur Rahman, Assistant Co-ordination Officer, Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh)/Rest and Recreation leave granted in his favour dated from 15/10/2024 to 29/10/2024 or for 15 (Fifteen) days starting from the actual date of commencement of leave. His wife Anowara Khatun will accompany him during the visit. This leave is granted to perform the holy Umrah in 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 Government/CAAB;
- (c) He is not allowed to stay abroad beyond the period approved;
- (d) He has to inform the Authority upon his return duly; 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.

30-09-2024

ROMA RANI BISWAS
Assistant Director (Administration)

Record Number: 30.31.0000.221.65.139.08.4826/1 (7)

Date: 30/09/2024

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 of Bangladesh;
3. Director (Finance), Office of the Director (Finance), Civil Aviation Authority of Bangladesh (With a request to inform the Admin Division at the Headquarters upon the concerned employees joining the

office after the leave);

4. Deputy Director (CNS), CNS Divison, Civil Aviation Authority of Bangladesh (With the request for publication on website);

5. PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh;

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

7. Mr. Hafezur Rahman, Assistant Co-ordination Officer, Office of Personal Assistant, Member (Finance), Civil Aviation Authority of Bangladesh.



A handwritten signature in black ink on a light purple rectangular background.

30-09-2024

ROMA RANI BISWAS

Assistant Director (Administration)