



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

Record Number: 30.31.0000.221.65.286.15.5035

Date: 28/10/2024

Office Order

Mr. Md. Kamruzzaman, Upper Division Assistant, Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) in his favour from 01/11/2024 or for 30 (Thirty) days starting from the actual date of commencement of leave. His wife, Ms. Momtaz Zaman (47 years) will accompany him during the visit. This leave is granted for his wife's cancer treatment in India 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.

28-10-2024

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.221.65.286.15.5035/1 (8)

Date: 28/10/2024

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 (Admin), Administration Division, Civil Aviation Authority of Bangladesh;
4. Director (CAA), Director (Civil Aviation Training Centre), (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave), Civil Aviation Authority of Bangladesh;

5. Deputy Director (CNS), CNS Divison, (With the request for publication on website), Civil Aviation Authority of Bangladesh;
6. PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh;
7. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and
8. Mr. Md. Kamruzzaman, Upper Division Assistant, Civil Aviation Academy, Kurmitola, Dhaka.



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', written on a light purple rectangular background.

28-10-2024

Roma Rani Biswas
Assistant Director (Admin)



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

Record Number: 30.31.0000.221.30.494.19.5047

Date: 29/10/2024

Office Order

Mr. Md. Joinal Abedin, Helper (E/M) of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) for 15 (Fifteen) days starting from 10/11/2024 or the actual date of commencement of leave. His wife, Ms. Taj Karatul Abedin Jorna (50 years and 9 months) will accompany him during the visit. This leave is granted to perform **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 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.

29-10-2024

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.221.30.494.19.5047/1 (5)

Date: 29/10/2024

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;
2. Deputy Director (CNS), CNS Division, Civil Aviation Authority of Bangladesh (With request for publication on website);
3. Executive Engineer (E/M) (C.C), E/M Division-1, 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);
4. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and
5. Mr. Md. Joinal Abedin, Helper (E/M), Civil Aviation Authority of Bangladesh (CAAB), Dhaka.



A handwritten signature in black ink, appearing to be 'Roma Rani Biswas', written on a light purple rectangular background.

29-10-2024

Roma Rani Biswas
Assistant Director (Admin)