

সিএনএস বিভাগ

ডায়েরি নং. 6168.....

তারিখ: 08.12.2028



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

www.caab.gov.bd

Record Number: 30.31.0000.221.48.513.91.5312

Date: 08/12/2024

Office Order

Mrs. Umme Habiba Sultana, Security Supervisor, Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) starting from 01 January 2025 to 14 February 2025 or for 45 (Forty-five) days from the actual date of commencement of leave. This leave is granted for her treatment in the USA 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 her return;
- (e) 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.

08-12-2024

ROMA RANI BISWAS

Assistant director (Admin)

Record Number: 30.31.0000.221.48.513.91.5312/1 (8)

Date: 08/12/2024

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

1. Director General, Director General, DIP;
2. Executive director (HSIA), Hazrat Shahjalal International Airport, Kurmitola, Dhaka-1229. (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave);;
3. Director (Admin), Civil Aviation Authority, Bangladesh;
4. Director (Human Resource Development and General Training), Civil Aviation Authority, Bangladesh;
5. DD (CNS), CNS Divison., Civil Aviation Authority, Bangladesh. (With request for publication on website);
6. PS to Chairman, Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka;
7. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and and

8. Mrs.Umme Habiba Sultana, 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.

08-12-2024

ROMA RANI BISWAS
Assistant director (Admin)