



Civil Aviation Authority of Bangladesh
HQ, Kurmitola, Dhaka-1229.
Administration Unit-1, HQ
www.caab.gov.bd

Record Number: 30.31.0000.221.61.444.15.5417

Date: 22/12/2024

Office Order

Mr. Mostofa Hossain, Armed Security Guard of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) starting from 11 December 2024 or for 20 (twenty) days from the actual date of commencement of leave. This leave is granted to perform 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 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.

22-12-2024

ROMA RANI BISWAS
Assistant Director (Admin)

Record Number: 30.31.0000.221.61.444.15.5417/1 (6)

Date: 22/12/2024

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

1. Director General, Director General, DIP;
2. Executive Director (HSIA), Office of the Executive Director, (With a request to inform the Admin Division at the Headquarters upon the concerned employees joining the office after the leave), Civil Aviation Authority, Bangladesh;
3. Director (HR), HR Division, Civil Aviation Authority, Bangladesh;
4. Deputy Director (CNS), CNS Division, ((With the request for publication on website), Civil Aviation Authority, Bangladesh;

5. PS to the Chairman, Chairman office, Civil Aviation Authority, Bangladesh and
6. Mr. Mostofa Hossain, Armed Security guard, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.



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

22-12-2024

ROMA RANI BISWAS
Assistant Director (Admin)