



Civil Aviation Authority of Bangladesh  
HQ, Kurmitola, Dhaka-1229.  
Administration Section-02  
www.caab.gov.bd

**Record Number:** 30.31.0000.000.221.65.0605.15.341

**Date:** 22/04/2025

### **Office Order**

Mr. Basudeb Samuddar, Office Support Staff, Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 08/05/2025 or for 15 (Fifteen) days from the actual date of commencement of leave. This leave is granted for his daughter's (Ms. Barna Somoddar) treatment in India under the following terms and conditions.

- i) He will draw his pay and allowances in local currency; no part of it should be drawn in foreign currency;
- ii) All expenses relating to this travel will be borne by himself; no part of it will be borne by the Government/CAAB;
- iii) He is not allowed to stay abroad beyond the period approved;
- iv) He has to inform the Authority duly upon her return; and
- v) The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.

02. This order is issued with the approval of the competent Authority.

22-04-2025

ROMA RANI BISWAS  
Assistant Director (Admin)

**Record Number:** 30.31.0000.000.221.65.0605.15.341/1 (6)

**Date:** 22/04/2025

#### **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, Bangladesh (with a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave);
3. Deputy Director (CNS), CNS Division, Civil Aviation Authority, Bangladesh;
4. Executive Engineer, Civil Division-02, Civil Aviation Authority, Bangladesh;
5. Passport and Immigration, Hazrat Shahjalal Int. Airport, Kurmitola, Dhaka-1229. and
6. Mr. Basudeb Samuddar, Office Support Staff, Civil Division-02, Civil Aviation Authority of Bangladesh.



A handwritten signature in black ink, appearing to read 'Roma Rani Biswas', written over a horizontal line.

22-04-2025

ROMA RANI BISWAS  
Assistant Director (Admin)