



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

Record Number: 30.31.0000.221.50.091.15.5458

Date: 02/01/2025

Office Order

Mr. Md. Shahjahan Kabir, Security Guard of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) starting from 12 January 2025 or for 15 (Fifteen) days from the actual date of commencement of leave. His wife Mrs. Parul Akter (47 years) and son, Mr. Md. Jewel Mia (35 years) will accompany him during the visit. 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.

02-01-2025

ROMA RANI BISWAS
Assistant Director (Admin)

Record Number: 30.31.0000.221.50.091.15.5458/1 (6)

Date: 02/01/2025

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, (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), CNS Division, Civil

Aviation Authority, Bangladesh;

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

6. Md. Shahjahan Kabir, Security Guard, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.



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02-01-2025

ROMA RANI BISWAS
Assistant Director (Admin)



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

Record Number: 30.31.0000.221.12.657.15.5461

Date: 02/01/2025

Office Order

Mr. Md. Humayun Kabir, Motor Transport Driver of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) from 12/12/2024 or for 15 (Fifteen) days starting from the actual date of commencement of leave. His mother Ms. Saleha 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 duly inform the Authority 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.

02-01-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.221.12.657.15.5461/1 (8)

Date: 02/01/2025

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

1. Director General, Director General, DIP;
2. Executive Director, Hazrat Shajalal International Airport, Kurmitola, Dhaka, 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);
3. Director (Admin), Office of the Director (Admin), Civil Aviation Authority of Bangladesh;
4. Director (HR), HR Division, Civil Aviation Authority of Bangladesh;
5. Deputy Director (CNS), CNS Division, Civil Aviation Authority of Bangladesh, (With the request for publication on website);
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. Humayun Kabir, Motor Transport Driver, Hazrat Shajalal International Airport, Kurmitola, Dhaka.



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

02-01-2025

Roma Rani Biswas
Assistant Director (Admin)