



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

**Record Number:** 30.31.0000.221.65.515.91.5730

**Date:** 12/02/2025

### **Office Order**

Mr. Md. Mokhlesur Rahman, Office Support Staff of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) starting from 23 February 2025 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.

12-02-2025

ROMA RANI BISWAS  
Assistant Director (Admin)

**Record Number:** 30.31.0000.221.65.515.91.5730/1 (8)

**Date:** 12/02/2025

#### **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;
3. Director (Admin), Admin Division, Civil Aviation Authority, Bangladesh;
4. Director (HR), HR Division, Civil Aviation Authority, Bangladesh;
5. Deputy Director (CNS), CNS Division, Civil Aviation Authority, Bangladesh (With the request for publication on website);
6. PS to the Chairman, Chairman office, Civil Aviation Authority, Bangladesh;
7. Office-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola and
8. Mr. Md. Mokhlesur Rahman, Office Support Staff (With a request to inform the Admin Division at the

Headquarters upon the concerned employees joining the office after the leave), Hazrat Shahjalal International Airport, Kurmitola, Dhaka.



A handwritten signature in black ink on a light purple background, consisting of stylized initials and a surname.

12-02-2025

ROMA RANI BISWAS  
Assistant Director (Admin)