



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

Record Number: 30.31.0000.000.221.12.0210.16.5916

Date: 10/03/2025

Office Order

Mr. Mohammad Rafiqul Islam, Airport Fire Operator, Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) of 15 (Fifteen) days starting from 15/03/2025 or the actual date of commencement of leave. 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 the Government/CAAB;
- (c) He is not allowed to stay abroad beyond the period approved;
- (d) He has to inform the Authority duly after 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.

10-03-2025

Roma Rani Biswas
Assistant Director (Administration)

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

1. Director General, Office of the Director General, Director of Immigration & Passports, Agargaon, Dhaka;
2. Director (Civil Aviation Academy), 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 (HR), HR Division, Civil Aviation Authority, Bangladesh;
4. Deputy Director (CNS), CNS Division, Civil Aviation Authority, Bangladesh (With request for publication on website);
5. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and
6. Mohammad Rafiqul Islam, Airport Fire Operator, Civil Aviation Academy.



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

10-03-2025

Roma Rani Biswas
Assistant Director (Administration)