



Civil Aviation Authority of Bangladesh
HQ, Kurmitola, Dhaka-1229.

www.caab.gov.bd

Record Number: 30.31.0000.000.221.14.0106.06.5965

Date: 16/03/2025

Office Order

Mr. Mohammad Ashraful Islam, Technical Assistant of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) from 18/03/2025 or for 20 (Twenty) days starting from 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 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.

16-03-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.14.0106.06.5965/1 (8)

Date: 16/03/2025

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

1. Director General, Director General, DIP;
2. Director (Admin), Office of the Director (Admin), Civil Aviation Authority of Bangladesh;
3. Office of the Director, Shah Amanat International Airport, Chattogram, Civil Aviation Authority of Bangladesh, (With a request to inform the Admin Division at the Headquarters);
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 Chariman, Chairman office, Civil Aviation Authority of Bangladesh;
7. Officer-in-Charge, Passport and Immigration, Shah Amanat International Airport, Chattogram and
8. Mr. Mohammad Ashraful Islam, Technical Assistant, Shah Amanat International Airport, chattogram.



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

16-03-2025
Roma Rani Biswas
Assistant Director (Admin)