



Civil Aviation Authority of Bangladesh  
HQ, Kurmitola, Dhaka-1229.  
Administration Unit-01  
www.caab.gov.bd



Record Number: 30.31.0000.221.31.262.00.4343

Date: 18/07/2024

**Office Order**

Mrs. Jarna Rani Roy, Draftsman Cum-Cad Operator, Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) starting from 01/08/2024 to 15/08/2024 or for 15 (Fifteen) days from the actual date of commencement of leave. This leave is granted for her husband's (Mr. Subrata Kumar Biswas) medical treatment in Canada under the following terms and conditions:

**Terms and Conditions:**

- i) She will draw her 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 herself; no part of it will be borne by the Government/CAAB.
- iii) She is not allowed to stay abroad beyond the period approved;
- iv) She 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.

18-07-2024  
Md. Nejam Uddin  
Assistant Director (Human Resource  
Development)

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**(Not in the order of**

**Copy for Kind Information and Necessary Actions 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. Director (CNS), Office of the Director (CNS), Civil Aviation Authority, Bangladesh (With a request for