



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



**Record Number:** 30.31.0000.221.12.696.19.4405

**Date:** 31 Jul 2024

**Office Order**

Mr Md. Shamim Hosine, Motor Transport Driver, Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) from 05/08/2024 to 19/08/2024 or for 15 (Fifteen) days starting from the actual date of commencement of leave. This leave is granted to perform the holy Umra in Saudi Arabia under the following terms and conditions:

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.

31-07-2024  
Md. Nejam Uddin  
Assistant Director (Human Resource  
and Development)

**Record Number:**

**Date:** 31 Jul 2024

**(Not in the order of**

**Copy for Kind Information and Necessary Actions seniority)**

:

1. Director General, Director General, DIP;
2. Executive Director, Hazrat Shahjalal International Airport, Kurmitola, Dhaka, Bangladesh, ;
3. Director (CNS), Office of the Director (CNS) Civil Aviation Authority, Bangladesh (With the request for publication on website);, ;
4. PS to the Chairman, Chairman office, Civil Aviation Authority, Bangladesh;
5. Assistant Director (MT) (Additional Charge), Automobile Operation & Repair Unit, Administration Department, 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);
6. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport Kurmitola, Dhaka,

and

7. Md. Shamim Hosine, Motor Transport Driver, M.T Pool, HQ, Caab, Kurmitola, Dhaka.



A handwritten signature in black ink, appearing to be 'Md. Nejam Uddin', located above the typed name.

31-07-2024

Md. Nejam Uddin  
Assistant Director (Human Resource  
and Development)



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



**Record Number:** 30.31.0000.221.15.022.99.4415

**Date:** 01/08/2024

**Office Order**

Mohammad Aminul Islam, Photoprinter, Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) starting from 01/09/2024 to 30/09/2024 or for 30 (Thirty) days from the actual date of commencement of Leave. His wife Kaniz Fatima will accompany him during the visit. This leave is granted for his medical treatment in India under the following terms and conditions:

**Terms and Conditions:**

- i) He will draw his 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 himself; no part of it will be borne by the Government/CAAB.
- iii) He is not allowed to stay abroad beyond the period approved;
- iv) He has to inform the Authority duly upon his 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.

01-08-2024

Md. Nejam Uddin

Assistant Director (Human Resource  
Development)

**Record Number:** 30.31.0000.221.15.022.99.4415/1 (6)

**Date:** 01/08/2024

**(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, ;
3. Office of the Executive Director (SEMSU) (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;

4. Director (CNS), Office of the Director (CNS), Civil Aviation Authority, Bangladesh (With the request for publication on website), ;

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

6. Mohammad Aminul Islam, Photoprinter, Office of the Executive Director (SEMSU), Kurmitola, Dhaka.



A handwritten signature in black ink, located above the date and name.

01-08-2024

Md. Nejam Uddin

Assistant Director (Human Resource  
Development)