



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

**Record Number:** 30.31.0000.221.65.256.15.5008

**Date:** 25/10/2024

### **Office Order**

Mr. Md. Habibur Rahman, Office Assistant Cum-Computer typist, Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh)/Rest and Recreation leave dated from 01/12/2024 or for 15 (Fifteen) days starting from the actual date of commencement of leave. His wife Ms. Monira Akter (40 Years), daughter Ms. Jannatul Ferdus (20 Years), Ms. Sara Moni (14 Years), and Ms. Jannatul Mawa (10 Years) will accompany him during the visit. This leave is granted for visiting India 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 upon his return duly; 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.

25-10-2024

Roma Rani Biswas  
Assistant Director (Admin)

**Record Number:** 30.31.0000.221.65.256.15.5008/1 (7)

**Date:** 25/10/2024

### **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, (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave), Civil Aviation Authority of Bangladesh;
3. Director (Admin), Administration Division, Civil Aviation Authority of Bangladesh;

4. Deputy Director (CNS), CNS Divison, (With the request for publication on website), Civil Aviation Authority of Bangladesh;
5. PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh;
6. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport Kurmitola, Dhaka and
7. Office Assistant Cum-computer typist, HSIA (Revenue) Division, Hazrat Shahjalal International Airport, Kurmitola, Dhaka, .



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25-10-2024

Roma Rani Biswas  
Assistant Director (Admin)



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

**Record Number:** 30.31.0000.221.50.147.15.5006

**Date:** 24/10/2024

### **Office Order**

Mr. Chinmoy Mazumdar, Security Guard of the Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) starting from 20 October 2024 or for 15 (Fifteen) days from the actual date of commencement of leave. His wife Ms. Krishna Rani Roy (45 years) will accompany him during the visit. This leave is granted for the treatment of his wife in India 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.

24-10-2024

Roma Rani Biswas  
Assistant Director (Admin)

**Record Number:** 30.31.0000.221.50.147.15.5006/1 (7)

**Date:** 24/10/2024

### **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, (With a request to inform the Admin Division at the Headquarters upon the concerned employees joining the office after the leave) Civil Aviation Authority of Bangladesh, ;
3. Director (Admin), Administration Division, Civil Aviation Authority of Bangladesh;
4. Deputy Director (CNS), CNS Division, (With the request for publication on website), Civil Aviation Authority of Bangladesh;
5. PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh;
6. Officer-in-Charge, Passport & Immigration, HSIA, Kurmitola, Dhaka. and
7. Mr. Chinmoy Mozumdar, Security Guard, HSIA, Kurmitola, Dhaka..



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

24-10-2024

Roma Rani Biswas  
Assistant Director (Admin)