



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

**Record Number:** 30.31.0000.221.14.381.15.5169

**Date:** 20/11/2024

**Office Order**

Mr. Ahmed Hossain, Store keeper, Civil Aviation Authority of Bangladesh (CAAB) has been granted Earned Leave (Ex-Bangladesh) starting from 15/11/2024 to 29/11/2024 or for 15 (Fifteen) days from the actual date of commencement of leave. This leave is granted for his treatment in India under the following 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 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.

20-11-2024

ROMA RANI BISWAS  
Assistant Director (Admin)

**Record Number:** 30.31.0000.221.14.381.15.5169/1(6)

**Date:** 20/11/2024

**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, Civil Aviation Authority of 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 (HR), Director (HR), HR Division, Civil Aviation Authority of Bangladesh;
4. Deputy Director (CNS), CNS Division, Civil Aviation Authority of Bangladesh (With a request for publication on website);

5. Passport and Immigration, Hazrat Shahjalal Int. Airport, Kurmitola, Dhaka-1229. and

6. Mr. Ahmed Hossain, Store Keeper, HSIA, Kurmitola, Dhaka-1229.



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

20-11-2024

ROMA RANI BISWAS  
Assistant Director (Admin)