



No.30.31.0000.201.23.002.22-7799

Date: 09.05.2024

**Office Order**

The undersigned is hereby directed to convey the Authority's approval in favour of the following officer to attend the Factory Training (FT) to be held in China from 23.05.2024 from 29.05.2024 or 7 days excluding transit period from the date of actual departure under the terms and conditions specified in para-2:

- (a) Mr. Mohammad Monir Hossain Mollah, Senior Sub-Assistant Engineer, Civil Aviation Authority of Bangladesh.
- (b) Mr. Md. Bellal Hossain, Sub-Assistant Engineer, Civil Aviation Authority of Bangladesh.
- (c) Mr. Md. Shafiuzzaman, Sub-Assistant Engineer, Civil Aviation Authority of Bangladesh.

**2. Terms & Conditions:**

- a) They will be treated as on duty during the period of their visit;
- b) They will draw their usual pay and allowances in local currency; no part of it shall be drawn in foreign currency;
- c) All expenses in connection to the visit will be borne by the "MC-MTT JV"; no part shall be borne by the Authority;
- d) They will not be allowed to stay abroad more than the approved period; and
- e) They have to submit a report on the visit to the Civil Aviation Authority of Bangladesh within fifteen days after their return.

  
Md. Nejam Uddin

Assistant Director (Human Resource Development)  
Civil Aviation Authority of Bangladesh.

No.30.31.0000.201.23.002.22-7799(12)

Date: 09.05.2024

**Copy for Kind information and Necessary Action: (not according to seniority):**

1. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka (Attention: Consular Section, Ministry of Foreign Affairs-with the request to issue note verbale for issuing necessary visa.)
2. Director General, Immigration & Passport, Agargaon, Dhaka (Actual departure date will be applicable).
3. Chief Engineer, Civil Aviation Authority of Bangladesh.
4. Executive Director, Hazrat Shajalal International Airport, Dhaka.
5. Director (Finance), Civil Aviation Authority of Bangladesh
6. Director (CNS), Civil Aviation Authority of Bangladesh (With request to publish in the website).
7. Superintending Engineer, E/M Circle, Civil Aviation Authority of Bangladesh.
8. PS to Chairman, Civil Aviation Authority of Bangladesh.
9. Officer-in-Charge, Passport & Immigration, Hazrat Shahjalal International Airport, Dhaka.
10. Mr. Mohammad Monir Hossain Mollah, Senior Sub-Assistant Engineer (E/M), Shah Amanat International Airport.
11. Mr. Md. Bellal Hossain, Sub-Assistant Engineer (E/M), CAAB, Kurmitola, Dhaka,
12. Mr. Md. Shafiuzzaman, Sub-Assistant Engineer (E/M), Shah Makhdum Airport, Barisa.

  
Md. Nejam Uddin

Assistant Director (Human Resource Development)  
Civil Aviation Authority of Bangladesh.