



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

Record Number: 30.31.0000.000.221.61.0398.15.6719

Date: 29/07/2025

Office Order

Mr. Muhammad Zahirul Islam, Security Operator, Civil Aviation Authority of Bangladesh (CAAB), has been granted Earned Leave (Ex-Bangladesh) starting from 20 July 2025 or for 30 (thirty) days from the actual date of commencement of leave. This leave is granted for his father's treatment in India under the following terms and conditions:

- (a) He will draw his pay and father 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 the 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;
- (e) The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.

2.0 This order is issued with the approval of the competent authority

29-07-2025

ROMA RANI BISWAS
Assistant director (Admin)

Record Number: 30.31.0000.000.221.61.0398.15.6719/1 (7)

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Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. Director General, Director General, DIP;
2. Executive director (HSIA), Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka, (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave);
3. Director (Human Resource Development and General Training), HR Division, Civil Aviation Authority, Bangladesh;
4. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh;
5. PS to Chairman, Chairman office, Civil Aviation Authority, Bangladesh;

6. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and
7. Mr. Muhammad Zahirul Islam, Security Operator, Civil Aviation Authority of Bangladesh, kurmitola, Dhaka.



A handwritten signature in black ink on a light purple rectangular background.

29-07-2025

ROMA RANI BISWAS
Assistant director (Admin)