



Civil Aviation Authority of Bangladesh
HQ, Kurmitola, Dhaka-1229.

www.caab.gov.bd

Record Number: 30.31.0000.000.221.12.0578.97.7556

Date: 08/12/2025

Office Order

Mr. Mollah Sowkat Hossin (Passport No: A09508748), Motor Transport Scheduler, Civil Aviation Authority of Bangladesh (CAAB), has been granted 15 (Fifteen) days Earned Leave (Ex-Bangladesh) from 20/12/2025 or from the actual date of commencement of leave. His wife, Mst. Armina Hossain will accompany him during the visit. This leave is granted to perform the holy Umrah in Saudi Arabia 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 his son and son in law; 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.

08-12-2025

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.12.0578.97.7556/1 (8)

Date: 08/12/2025

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

1. Director General, Director General, DIP;
2. Executive Director, Hazrat Shajalal International Airport, Kurmitola, Dhaka, Civil Aviation Authority of Bangladesh;
3. Director Admin, Administration Division, 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);
4. Director (HR), HR Division, Civil Aviation Authority of Bangladesh;

5. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority of Bangladesh, (With the request for publication on website);
6. PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh;
7. Officer-in-Charge, Passport and Immigration, Hazrat Shahjalal International Airport Kurmitola, Dhaka and
8. Mr. Mollah Sowkat hossin, Motor Transport Scheduler, Civil Aviation Authority of Bangladesh, .



A handwritten signature in black ink, appearing to be 'Roma Rani Biswas', written above a horizontal line.

08-12-2025

Roma Rani Biswas
Assistant Director (Admin)