



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

**Record Number:** 30.31.0000.000.201.53.0075.17.554

**Date:** 20/04/2026

### **Office Order**

Mr. Md. Shah Sultan Shabuj (Passport no. E00158904), Sub-Assistant Engineer (Civil) of the Civil Aviation Authority of Bangladesh (CAAB), has been granted 45 (Forty-Five) days Earned Leave (Ex Bangladesh) starting from 30/04/2026 or the actual date of commencement of leave. This leave is granted to perform the Holy Hajj in the Kingdom of 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 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 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.

20-04-2026

Roma Rani Biswas  
Assistant Director (Admin)

**Record Number:** 30.31.0000.000.201.53.0075.17.554/1 (7)

**Date:** 20/04/2026

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

1. Director General, Director General, DIP;
2. Director (Human Resource Development and General Training), HR Division, Civil Aviation Authority, Bangladesh;
3. Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority, Bangladesh (With request for publication on website);
4. PS to Chairman, Assistant Director (Human Resource Development), Chairman office, Civil Aviation Authority, Bangladesh;
5. Airport Manager (Assistant Director-ATM), Shah Makhdum Airport, Rajshahi (With a request to inform the Admin Division at the Headquarters upon the concerned employee's joining the office after the leave);
6. Passport and Immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka and

7. Mr. Md. Shah Sultan Shabuj, Sub-Assistant Engineer (Civil), of the Civil Aviation Authority of Bangladesh (CAAB).



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

20-04-2026

Roma Rani Biswas  
Assistant Director (Admin)