



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

www.caab.gov.bd

Record Number: 30.31.0000.000.221.65.0286.15.596

Date: 27/04/2026

Office Order

Mr. Md. Kamruzzaman (Passport no. A12473375), Upper Division Assistant, Civil Aviation Authority of Bangladesh (CAAB), has been granted 15 (Fifteen) days Earned Leave (Ex-Bangladesh) in his favour starting from 01 June 2026 or from the actual date of commencement of leave. His wife, Ms. Momtaz Zaman (49 years), will accompany him during the visit. This leave is granted for the treatment of his wife in India 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 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.

27-04-2026

Roma Rani Biswas
Assistant Director (Admin)

Record Number: 30.31.0000.000.221.65.0286.15.596/1 (9)

Date: 27/04/2026

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

- ১। Director General, Director General, DIP.
- ২। Executive Director (HSIA), Office of the Executive Director (HSIA), Civil Aviation Authority of Bangladesh.
- ৩। Director (Admin), Office of the Director (Admin), Admin Section, Civil Aviation Authority of Bangladesh

- ৪। Director (Civil Aviation Academy), 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).
- ৫। Director (HR), HR Division, Civil Aviation Authority of Bangladesh.
- ৬। Senior Systems Analyst, Information Technology (IT) Department, Civil Aviation Authority of Bangladesh (With the request for publication on Website).
- ৭। PS to the Chairman, Chairman office, Civil Aviation Authority of Bangladesh.
- ৮। Officer-in-charge, Passport and immigration, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
- ৯। Mr. Md. Kamruzzaman, Upper Division Assistant, Civil Aviation Academy, Kurmitola, Dhaka.



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

27-04-2026

Roma Rani Biswas
Assistant Director (Admin)