



**Internship Report on  
My Experience as a Cadet at Biman Bangladesh Airlines**

Daffodil International University

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**Internship Report on**  
**My Experience as a Cadet at Biman Bangladesh Airlines**

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## Declaration of the Intern

I hereby declare that the internship report titled "My Experience as a Cadet at Biman Bangladesh Airlines" submitted to the Department of English, Daffodil International University is an authentic record of my original work under the supervision of Ms. Tahsina Yasmin, Associate Professor, Daffodil International University. I also state that this internship report has been submitted in the partial fulfillment of the requirements for the award of the degree B.A. (Hons) in English.

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Signature of the Intern

## **Certification of the Supervisor**

This is to certify that the student named Ishtiak Hossain, bearing ID 191-10-528 has finalized his Project Paper with Internship course (ENG 431) under my supervision. For the internship process he chose Biman Bangladesh Airlines. He is now eligible to present the report for evaluation. He has been in constant communication with me during the period of his project work. Whenever he needed assistance of any sort, I assisted him. The content of this project report is his genuine work for which he worked phenomenally. I pray for his overall well-being and hope he achieves more success in the years to come.



.....

Signature of the Supervisor

## **Acknowledgements**

First and foremost I wish to express my gratitude to the Almighty Allah for blessing me with the opportunity of undertaking the project paper with internship at Biman Bangladesh Airlines as a cadet.

Next, I would like to thank my supervisor Ms. Tahsina Yasmin. It is due to her excellent supervision and guidance that the project paper and internship report stands where it is today.

Last but certainly not the least, I wish to express my heartiest gratitude towards all the instructors and officials of Biman Bangladesh Airlines. They all have helped me in accumulating all the necessary data about Biman Bangladesh Airlines in order to enrich the report.

## **Abstract**

The internship report is an outline of the active performance I have depleted by working as an intern/cadet pilot in Biman Bangladesh Airlines. Biman Bangladesh Airlines has been chosen by me and also the company has selected me in order to complete my internship as a cadet since it is a prerequisite to work as a permanent employee. I have conducted analyses, made observations, collected necessary data and equipped myself to take on the necessary measures needed for the completion of the work. This particular report also consists of propositions that can elevate the company to a higher level.

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## **Chapter 1: Introduction**

## 1.1 Background

To be a pilot or to get a commercial pilot license in Bangladesh, there were three flying schools when I started applying for the flying academies back in 2015 right after completing my HSC examination. After researching and visiting all the flying schools, I chose Arirang Flying School as they have sophisticated aircraft with glass cockpits and other facilities. I appeared in the written, viva and medical tests there and passed, and finally got admitted into Arirang Flying School at the end of 2015. Pilot training is normally divided into two parts - PPL (Private Pilot License) and CPL (Commercial Pilot License). To get a job in any airlines as a First Officer/Copilot initially, a student needs to complete CPL which requires certifications of ground classes, different exams and results and then 150 hours of flying experience. Arirang Flying School conducts their flying training at Shah Amanat International Airport, Chattogram. I was trained and certified for Cessna 152 aircraft and also flew Cirrus SR-20. Among 150 hours, I had to fly 80 hours dual with instructors and 70 hours solo among which around 10-hour was night. I also had 10 hours of Red Bird FMX (full motion advanced simulator) as Arirang Flying School had one of those.

I completed all the training and achieved my Commercial Pilot License in October 2018. With that license, I was ready to apply to any airlines in our country for the post of a First Officer. Fortunately, at the end of 2018, there were several recruitment calls from NovoAir, US Bangla, Bismillah Airlines, Sky Capital and Biman Bangladesh Airlines at the same time. I applied to a few of these and was selected in Novoair and Biman Bangladesh Airlines. I chose Biman Bangladesh Airlines.

## 1.2 Recruitment and Training

There are several procedures for the recruitment e.g. written test, psychometric test, medical test, viva, and etc. in airlines. If a pilot passes all these exams, he is offered the job. But he can not start as a first officer right after joining. Rather initially he goes through training to be the First Officer in the airlines. He is positioned as *Under Training First Officer* or *Cadet Pilot* throughout this training period. There are also several steps which need to be followed and passed to get the promotion. Failure in any step can lead to the termination of the job.

Biman Bangladesh Airlines is one of the most prominent airlines of Bangladesh. Not only because it is a government owned public limited company, but also it has its own luxurious fleet like- Boeing 777, 787 Dreamliner etc. After qualifying all the exams, I got selected in 2019. On 10<sup>th</sup> March 2019, I joined as a Cadet Pilot in Biman Bangladesh Airlines. Every airline tries their best to arrange and complete all the necessary training of the cadets as soon as possible so that they get an independent First Officer who can operate all the assigned flights. This training period normally takes 5-10 months depending on various criteria. Due to covid situation, our training in Biman Bangladesh Airlines was halted for almost 2 years. And when it started again in November 2021, it did not take much time. After successfully going through all the steps in the training, finally I got promoted as a First Officer on 5<sup>th</sup> June 2022.

## **Chapter 2: Background and Significance of the Internship**

At the present age, only being educated is simply not enough for students who want to make use of their learning in the job market. The job market has become dramatically competitive over the past ten years. The whole scenario of various job markets have changed, there is no shortage of raw talent and new concepts are being presented before aspiring employees as we speak. This is exactly why relying solely on studies might not prove to be beneficial for university graduates. Students need to get a first-hand experience of how a workplace is, how to deal with various situations there, how to be efficient in the workplace etcetera.

Doing an internship allows students to practically apply all the knowledge they have accumulated for the past few years as an undergraduate. Throughout the internship process, students get the opportunity to expand and enhance their skills. The importance of this process is enormous. Interns learn to take responsibility for the work they are assigned with.

## **2.1 Background of the Internship**

Completing the Project Paper with Internship course (ENG 431) is a crucial step for passing and obtaining a B.A. Honors Degree from Daffodil International University. It is a part of the four-year-program. As I am a student of Daffodil International University and this course requires the experience of an internship, I am showing the experience during my Cadet Pilot period in Biman Bangladesh Airlines. My Cadet Pilot period is also similar to an internship project.

Thus, I have chosen to show my internship activities and submitted the undertaken activities through this report.

## **2.2 Objective of the Internship**

- To familiarize with the internship procedure at Biman Bangladesh Airlines.
- To analyze and scrutinize various work related aspects of Biman Bangladesh Airlines.
- To get introduced to how a cadet pilot becomes a First Officer/Co-Pilot of Biman.
- To showcase the work environment of an aviator.
- To solve work related adversities airlines pilots often face.
- To anticipate the future outcome of the official decisions made by the organization.
- To improve the overall state of the company.

- To compare and contrast the sets of data to another set of data. Performing comparative study is crucial.

### **2.3 Significance of the Internship**

The internship was carried out not only because it is an utmost requirement for obtaining Bachelors of Honors Degree from Daffodil International University, but also because it is a different line of employment that most university students rarely know anything about. Though a bachelor's degree was not a prerequisite for me to get selected during recruitment, there are other positions as well at Biman Bangladesh Airlines where it is a must. These positions might be in the engineering section, ground service, marketing, etc. Graduate students who are familiar with the organization are also eligible to apply for the positions and take advantage of the chance to work for Biman Bangladesh Airlines.

## **Chapter 3: Methodology**

The whole process of the internship is divided into three parts - ground training, simulator training and flying training. There is hardly any options to choose or go according to my wishes. Every procedure, method, and regulation is fixed and set by the authority. I had to comply those and prove myself by attending myriad number of tests.

Most ground courses require a minimum grade of 70 to pass. Failure in any course needed extensive documentation and might possibly result in job termination. On the other hand, simulator training abroad is extremely vital. This should be mentioned that, Bangladesh does not have any facility to offer pilots simulator training. As simulator training is a must before operating the real aircraft, every pilot undergoes training. Not only that, they need to go through emergency exercises in simulator twice a year as practicing emergencies in real aircraft is not possible. This is why pilots in Bangladesh need to go abroad where simulator training for the particular aircraft is offered. This requires huge expense. Especially, for the initial simulator training when we need to stay for a month-long training. The costs of training, hotel, and food are all covered by the company. And initial simulator training is important because it decides whether a pilot is able to operate real aircraft or not. So, failing in simulator test makes the company lose interest in the candidate. Even though it is stated in the agreement that a second chance will be given, it comes at pilot's own expense. A second opportunity often necessitates a lengthy application process. For this reason, passing the simulator training on the first attempt is crucial.

Route training starts after the successful completion of the simulator training. At present, Biman provides 20 sectors of training before the final check. Going to a destination is called a sector. For example, going to Chattogram and then returning to Dhaka is considered 2 sectors of flight. If someone fails to show his/her competence within these allocated sectors, he/she is given a few extra sectors with the approval of DFO (Director of Flight). If someone is cleared for the final check but fails in the final check, it becomes a very tedious process to avail the second opportunity to prove himself again. This requires the approval of MD (Managing Director) for attempting another test. If someone fails in the second test as well, company has the right to terminate him.



## **Chapter 4: Organization Details**

## 4.1 Brief Description of Biman Bangladesh Airlines

Biman Bangladesh Airlines is an international airlines company and national flag carrier of Bangladesh. Biman is able to offer both domestic flights and international flights. 102 international flights and 16 domestic flights can be rendered by Biman in the present-day. (*Biman Bangladesh Airlines*, n.d.)

## 4.2 Origin of Biman

The inauguration date of Biman Bangladesh Airlines was January 4<sup>th</sup> January 1972 with a single DC-3 aircraft. Biman began offering domestic flights in Sylhet, Dhaka, Chittagong and Jessore in the year 1972. The company started its international flights also in 1972.

In 1977, the airline company had transformed into a nationalized institution. (“Biman Bangladesh Airlines:History” n.d.)

## 4.3 Chronological Progression of Biman

### 1980s

In 1981, Biman Bangladesh Airlines commenced the task of offering flight services to Kuwait and Rome.

In 1986, Biman started conducting operations to Bahrain.

In 1989, a computerized reservation system was introduced. The Ground Training School and the Apprentice Training School had coalesced. (*Biman Bangladesh Airlines Fleet Details and History*, 2022)

### 1990s

In 1992, Hangar Complex was authorized at Hazrat Shahjalal International Airport.

In 1993, Biman was making its way across the Atlantic Ocean. It was Biman’s first time ever to cross the Atlantic Ocean. (Ghalib’s World, 2020)

### 2000s

In 2004, two F28 planes were bought by Biman.

In 2006, Biman’s flights to New York, Brussels, Paris, Mumbai, Frankfurt, Narita, Yangon were terminated due to unavoidable circumstances.

In 2007, Biman officially transformed and became a Public Limited Company.

In 2008, Biman made a pact with Boeing Aircraft Company. This was a very significant moment for Biman because it was the hugest pact the company had ever made.

### **2010s**

-A Boeing 777-200ER was taken on lease by Biman in 2010.

-The old DC10-30 aircraft were replaced by Biman with Boeing 777-300ER aircrafts in 2011.

-In 2014, Biman's fleet consisted of four mighty Boeing 777-300ERs which were named the Palki, the Arun Aalo, the Akash Pradeep and the Ranga Pravat.

### **2020s**

("Biman Bangladesh Airlines.List of Biman Bangladesh Airlines Destinations" n.d.) Presently Biman's total fleet size is 21. It consists of the following aircraft -

- 6 Boeing 737-800
- 4 Boeing 777-300ER
- 4 Boeing 787-8
- 2 Boeing 787-9
- 5 Dash 8 Q400

## **4.4 Current Activities of Biman**

- Toronto flight: Biman Bangladesh Airlines has already successfully initiated a flight from Dhaka to Toronto route. Commercial flights are officially scheduled to commence from 27th July 2022. This will be a huge achievement for Biman. (Pearson, 2022)
- Online ticket purchasing: Biman has recently inaugurated an online ticket purchasing system. This is a huge step towards digitalization for the airline company. The ticket purchasing procedure is currently going smoothly and passengers are also happy to be presented with such convenience.
- Hajj flight: 17,039 pilgrims have been able to return back to Bangladesh safely after completing Hajj so far in 2022. The pre-Hajj flights began in the beginning of this year's June.

## **Chapter 5: Internship Activity**

## 5.1 Ground Classes

The internship or Cadet Pilot period was filled with a series of courses and exams. The first six months after joining were allocated for ground classes. The seniority depended on the result of these exams. There was a basic refresher course which included subjects like-

- Air Law
- Navigation
- Aircraft General Knowledge
- Flight Planning
- Operational Procedures
- HPL (Human Performance and Limitation)
- Meteorology

Besides there were few other courses of which completion of certificate must be carried with a pilot on board. The certificates of these courses need to be renewed every year. We had to go through those courses after completing the basic course. These courses were-

- **Type Tech**

This was a week-long course on a specific type of aircraft which we were assigned to fly. In my case the aircraft was Dash 8 Q400. The course is all about the aircraft and its systems.

- **CRM (Crew Resource Management)**

This course enhances and improves the coordination between pilots in the flight deck. Many accidents result in thousands of deaths due to not having proper communication and also miscommunication between two pilots. This course emphasizes a good environment in the cockpit and teaches how to maintain a healthy environment utilizing all the resources available.

- **AVSEC (Aviation Security)**

Due to not having proper security and regulations, a lot of incidents like hijacking, bombing, gun shot, and etc. threats used to occur frequently in the past. AVSEC course

teaches how to maintain safety in the aircraft and even if such situations arise, how to handle it.

- **DGR (Dangerous Goods Regulations)**

There are certain items which are labeled as dangerous goods as those are hazardous keeping inside of the aircraft. This course qualifies a pilot to handle and process dangerous goods for carriage by air.

## 5.2 Simulator Training

After completion of all these courses and depending upon the seniority, we were sent for the simulator training in pairs. A flight simulator artificially simulates aircraft flight in various environments and conditions. Also known as Flight Training Device (FTD), Aviation Training Device (ATD), or Full Flight Simulator (FFS), they are used primarily to augment pilot training. In our case, we were sent to Hyderabad FSTC (Flight Safety Training Center), India. There is also a test after the month-long training called PPC (Pilot Proficiency Check). I had my PPC on 30th November 2021 and successfully passed. Few drills which were exercised during the simulator training were-

- Complex ground malfunction
- Rejected Take-Off
- Engine fire on Take-Off below V1
- Hydraulic system failure
- Malfunction - Electrical and Performance penalty
- Steep turns with 45 Dgr bank 180 Dgr to 360 Dgr left and right
- Recovery from full stall
- ILS manually with flight Director
- Following SID (Standard Instrument Departure)
- Pressurization failure
- Crosswind Landing
- Windshear T/O
- Missed approach procedure

- ILS manually with one engine inoperative
- Landing with critical engine
- Landing with jammed horizontal stabilizer
- Engine failure after reaching V2
- Engine Airstart
- Anti and de-icing system, Glare shield heating, “WSHLD HOT” (Caution Light)
- Incapacitation of flight crew member
- Rejected landing at 50 FT above runway threshold and go-around, RWY incursion
- Propeller overspeed
- Fire drill/ Engine, APU, cabin, cargo, flight deck, wing and evacuation
- Upset recovery, Wake turbulence on final
- Non-precision approach down to MDH/A, LLZ/DME approach
- All landing gear fail to retract, left/right or nose gear
- Fire protection “SMOKE” warning light
- Fuel system, “#1 Fuel FLTR BYPASS” or “#2 FUEL FLTR BYPASS” (Caution Light)
- GPWS, Weather Radar, Radio altimeter, Transponder, “RA” (Both RA have failed)
- Engine Fire at 500 ft AGL
- Slat and Flap system, FLAP DRIVE, (Flap Power)
- Low visibility operation, RVR 400 m
- ACAS (Airborne Collision Avoidance System) event
- Holding procedures
- Flight control and trim system, “PITCH TRIM” (Caution Light)
- Elevator Trim Runaway
- Circling approach, from VOR/DME approach
- RNAV approach, GPS/GNSS
- Adherence to departure and arrival route, Radar vectoring
- Turns with or without spoilers

### 5.3 Route Training

The next stage is called Route Training. There is a requirement of doing at least 20 sectors of flights before passing the final check. This is not any simulator training, rather training with real aircraft with passengers on board. The training routes are all domestic. There is a training captain beside the trainee to monitor and assess everything. My route training started on 4<sup>th</sup> January 2022 with the flight BG603 from Dhaka to Sylhet. There were 72 passengers onboard that flight.

During route training, we learnt everything about how a real flight is operated starting from flight preparation to shutting down the aircraft. We are assessed in all the steps-

- **Flight Preparation**  
This includes checking weather conditions, METAR (Meteorological Terminal Air Report), TAF (Terminal Aerodrome Forecast), NOTAM (Notice to Airmen).
- **Combined Briefing**  
The operation officer briefs about the flight, its expected route, required fuel, NOTAMs, any changes etc. Cabin crews are also briefed in short.
- **Cockpit Preparation**  
Checking safety and emergency equipment, oxygen, maintenance log, and etc are included here.
- **Pre-flight Check**  
Setting up FMS (Flight Management System), Radio-Nav, Load Sheet, T/O Bug Calculation and some other set-ups are done here.
- **Engine Start**  
This includes communication with the ground crew, normal engine start, abnormal engine start, cross bleed start, and battery start.
- **Take-off**  
Runway alignment, use of power, center line tracking, call outs, x-wind T/O technique, rotation technique, initial climb speed - all these are assessed.
- **Climb**  
ATC/SID compliance, clean up procedure, speed transition, altimeter setting, climb technique, level off procedure are maintained.



- Cruise  
Speed control, flight progress, step climb, fuel economy, diversion planning & execution are monitored in this phase.
- Descent  
ATIS (Automatic Terminal Information Service), TOD (Top of Descent) calculation, briefing, descent profile, ATC compliance, high altitude holding, speed reduction are some of the steps of this phase.
- Initial Approach  
This includes altimeter, descent technique, speed control, flap extension, and entry/holding procedure.
- Final Approach  
The following steps are to be dealt with in this phase - runway alignment, precision approach standard, VOR DME ARC with or without GPS, VOR DME approach, VOR approach, instrument/visual transition, visual G/S tracking, visual approach, x-wind technique, go-around briefing.
- Landing  
Flare technique, rejected landing briefing, touch down normal or with x-wind, touch down point, use of spoiler/reverse, center line tracking, braking technique, un-reverse technique.
- Taxi to Stand  
After landing checks, taxiway orientation, and engine shutdown are the part of this phase.
- Communication  
Alertness, R/T procedure, R/T phraseology, PA announcement are also assessed.
- Briefing and Discussion  
Besides normal briefing, other miscellaneous briefings are also done: TCAS, EGPWS, Wind Shear, Cold Wx, Bomb Threat, Hijacking, Incapacitation, etc. Knowledge on limitations and emergency/abnormal procedures is also checked.

Due to the shortage of training captains, it took longer than expected to finish my route training. After completing the allocated flights, one needs to get clearance before appearing for the final check (IRC - Initial Route Check) by operating a flight named *Clear for IRC Check*. I received that clearance on 7<sup>th</sup> March 2022. Before going for the check, a viva also takes place at Civil

Aviation Authority of Bangladesh Headquarters where a member body of civil aviation and the instructor of the trainee remains present. One of my training instructors from Biman Bangladesh Airlines and one instructor from Civil Aviation were present on 12<sup>th</sup> May 2021. After a 2-hour long viva, I was cleared and enlisted for the final check. The final check is called IRC (Initial Route Training) which took place on 21st May 2022. The route was Dhaka-Jashore and Jashore-Dhaka, flight number BG461/462. During this check, a civil aviation member also remains present besides the training captain. He sits on the jump seat inside the cockpit and monitors everything throughout the flight. I passed this final check after successfully operating the flights.

All the tests and training ended with this IRC. But in order to be a first officer officially, I needed to operate the first flight as an independent pilot. A little documentation is needed for this before operating the first flight as an independent First Officer. So after processing all that documentation, I conducted my first flight on 5th June 2022 and was promoted to First Officer from Cadet Pilot.

#### **5.4 Working Condition**

Aviation officers/pilots need to pay frequent office visits in order to gather necessary training related information such as upcoming exam dates, flight schedules, latest news in the aviation industry etcetera apart from flying duties. Our ground classes were held at BATC (Bangladesh Aviation Training Center). There are a few instructors to provide necessary lessons depending upon the courses required. Most of the cadets participating in the ground classes were some of my batchmates and seniors from Arirang Flying School. A total of 30 pilots were recruited that time among which 18 were from Arirang Flying School. So, I knew many of them already. The assistance of all the people was required for our progress at a consistent pace because we were not only confined in ground classes but also we needed to prepare ourselves for the tougher training that would come after that.

As I have done the Employability 360 course (EMP 101), it helped me deal with people and maintain office etiquettes. I was able to keep up with all the necessary functions. My simulator training instructor was a foreigner named George Karagnosis. Studying English helped me communicate with him fluently. Otherwise it would be very difficult to understand the crucial instructions of the training.

### **5.5 Skills Developed during the Internship Process**

- The whole training required various types of communication skills e.g. communication with tower, communication with cabin, communication with captain, instructors, etc.
- A sense of teamwork is very important for a pilot to maneuver an aircraft. Due to not having crew resource management capability, many accidents occurred in the past. Both Employability and Art of Living courses helped me a lot to build the mentality for efficient teamwork.
- The pilots participating in these trainings constantly need to be aware of timing. Timing is one of the most important factors in this field.
- Motor skills of the pilots need to be near perfect.

### **5.6 Challenges in the Career**

- Handling of difficult circumstances: Unstable weather conditions are one of the biggest problems faced during flying. Sometimes flights get delayed due to heavy rainfall and the pilots must remain patient throughout the whole time.
- Stress: Stress management can be a major issue for many pilots. Flying an aircraft requires full amount of concentration on behalf of the pilot. So, if the pilot faces stress due to any personal or professional problem, it might affect the aircraft flying process as well.
- Competitive environment: Biman Bangladesh Airlines is a highly competitive place for all the pilots who work there. There is a chance of getting sacked if failure occurs in any stage of training. Without being vigilant and having seriousness can lead to a scar on the career. If there is any negative record, it becomes very difficult to get a job later even in other airlines.
- 2-year-loss due to covid era: Due to the stagnant situation caused by COVID-19 the career path of many cadet pilots including myself became uncertain. There was a two-year gap on all the training and promotion related credentials.

### **5.7 Learning from Participating in the Internship**

- There is little to no scope for making errors.
- Precision is always needed to conduct any work in the aviation field.

## **Chapter 6: Limitations of the Study**

- Due to a shortage of time there might be a scarcity of factual information. All the information presented in this report has been accumulated within a time frame of a little more than three weeks.
- As I am a newly recruited employee of Biman, the amount of experience I have is less, but I have tried to make the report as refined as I could.
- There were some obstacles I had to encounter while trying to obtain certain information because of business related confidentiality.
- I am a full time employee and a First Officer of Biman Bangladesh Airlines at present. As there is higher flight frequency in domestic routes and I am the pilot rated for Dash 8 Q400 which operates all the domestic flights, the number of flights done by us is also higher than most pilots in other fleets. Almost every day flights make it very difficult for me to concentrate on other things. So, I was not able to utilize my full potential while preparing the internship report.

## **Chapter 7: Observations and Findings**

## 7.1 Observations

There are many aspects that Biman Bangladesh Airlines can improve. It has been observed that Biman lacks time management and coordination. Even though the staff members are highly efficient, they need to be much quicker to respond to anything that happens in the workplace.

## 7.2 Findings

### 7.2.1 Strength of Biman Bangladesh Airlines

- Biman Bangladesh Airlines consists of highly trained employees who work rigorously and with utmost sincerity in order to provide the best service it possibly can.
- Biman is always focused and alert when it comes to offering the finest service for the flight passengers.
- Biman is a symbol of pride for Bangladesh. It is the national flag carrier which represents honor for Bangladesh.
- Biman Bangladesh Airlines plays the role of being a grand source of financial support for the Bangladeshi government.
- In recent times, Biman has enabled its passengers to utilize a digitalized feature known as online ticket purchasing. It has made the ticket purchasing experience much easier and more convenient than before.
- Biman is very concerned about the overall well-being of all of their passengers and does not make any compromise regarding the safety of all passengers.
- In case of any emergency, standby pilots are always there to take over the flight duty of another pilot in Biman. It is a very efficient procedure.
- Biman provides services for both domestic and international flights.

### 7.2.2 Weakness of Biman Bangladesh Airlines

- Due to various issues the flight schedule becomes delayed and that is why many passengers become frustrated with Biman.
- It has been observed that passenger aircraft tend to collide with one another while remaining inside of the hangar. Such incidents lead to financial losses for the

government and unfortunately this kind of incident is happening frequently with Biman.

- Biman Bangladesh Airlines is under serious debt and the situation is in no position to be mitigated anytime soon.
- There is a tendency to delay the training of the recruited pilots due to lots of limitations. This makes the whole progress very slow.
- There is a huge crisis of pilots at present. But management is unable to provide proper planning regarding this.

### **7.2.3 Opportunities of Biman Bangladesh Airlines**

- Despite all the problems Biman is facing at this moment, Biman's services are high in demand.
- Most passengers prefer traveling through Biman due to the hospitality received by the staff.

### **7.2.4 Threats of Biman Bangladesh Airlines**

- Biman might soon have to face serious competition due to the fact that many new airlines agencies are steadily emerging in Bangladesh.
- Biman Bangladesh Airlines lacks many modern facilities other foreign airlines agencies tend to offer. This could be detrimental for the airline company in terms of performance in the long run.
- The training system of the cadet pilots seem to be progressing at an immensely slow pace in Biman.
- Reappearance of the pandemic could result in severe monetary loss for Biman.



## **Chapter 8: Recommendations**

Biman Bangladesh Airlines has so much room for improvement. Biman Bangladesh Airlines needs to identify and make a list of the shortcomings it has and deal with those one by one. Few of my recommendations are-

- The organization needs to recruit efficient officials in order to increase productivity.
- The airline company needs to keep track of its finances so that the financial situation it is facing at this moment or might face in the upcoming years can be tackled with perseverance.
- Training procedure of Cadet Pilots is very slow and it is absolutely necessary to speed up the training process of pilots so that the company does not face any shortage of skilled aviators.

## **Chapter 9: Conclusion**

This inspection portrays a general observation and my activities in Biman Bangladesh Airlines. It was a very new and exceptional kind of experience for me. The whole process of working for Biman Bangladesh Airlines has taught me a lot of important factors. I learned about new sets of skills which I should develop. I have gained knowledge about Biman which I was previously unaware of. The research has made me think through an entirely new perspective. This whole process will help me in my career greatly. I was able to note down valuable information and also got to learn how to practically apply the acquired information in my work field. All in all, it was a phenomenal journey. If it were not for the course, I probably would never have understood the importance of performing an internship. I can assist others as a result of my newfound experience.

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## **Chapter 11: Appendices**

## 11.1 Cadet Appointment Letter



নিয়োগ শাখা

সূত্র : ৩০.৩৪.০০০০.০৭৩.২৮.১১৩.১৯/ ১২৬৬

তারিখঃ ০৪-০৩-২০১৯ খৃঃ

রোল নং : ১০৫০

Mr. Ishtiak Hossain  
Father's Name: Md. Moktar Hossain Khan  
House-04, Road-05, Sector-10,  
Uttata, Dhaka-1230.

বিষয় : ক্যাডেট পাইলট পদে নিয়োগের প্রস্তাব পত্র।

জনাব,

বিমান বাংলাদেশ এয়ারলাইন্স লিমিটেড-এর বিগত ১৮,১৯/০৯/২০১৮খৃঃ ও ০৯/১০/২০১৮খৃঃ তারিখে প্রকাশিত নিয়োগ বিজ্ঞপ্তির বরাতে প্রাপ্ত আপনার আবেদনপত্র এবং তৎপরবর্তীতে লিখিত ও মৌখিক পরীক্ষার ফলাফলের ভিত্তিতে বিমানের ফ্লাইট অপারেশন পরিদপ্তরের অধীনে নিম্নলিখিত শর্ত সাপেক্ষে ক্যাডেট পাইলট হিসাবে নিয়োগের জন্য আপনাকে প্রাথমিকভাবে নির্বাচিত করা হয়েছে :

১. ক্যাডেট পাইলট হিসাবে নিয়োগপ্রাপ্ত থাকাকালীন সময়ে আপনি প্রশিক্ষণে থাকবেন। প্রশিক্ষণে থাকাকালীন যে কোনো পর্যায়ে কোনো কারণ দর্শানো ব্যতিরেকে আপনার নিয়োগ অবসানের (টার্মিনেট) ক্ষমতা কর্তৃপক্ষ সংরক্ষণ করে এবং এ জন্য কোনো ক্ষতিপূরণের দাবী গ্রহণযোগ্য হবে না।
২. নিয়োগ শর্ত মোতাবেক আপনার এবং বিমানের মধ্যে সম্পাদিত বন্ড, চুক্তিপত্র, অঙ্গীকার পত্র এবং বিমান চাকরি-বিধি (প্রযোজ্য ক্ষেত্রে) অনুযায়ী আপনার প্রশিক্ষণকালীন সময়কালসহ চাকরি নিয়ন্ত্রিত হবে।
৩. আপনি বি,এ,টি,সি এবং/অথবা অত্র কর্তৃপক্ষ কর্তৃক নির্ধারিত যে কোনো এক বা একাধিক শিক্ষা/প্রশিক্ষণ প্রতিষ্ঠানে প্রশিক্ষণ গ্রহণ করতে বাধ্য থাকবেন। বিএটিসি'র প্রশিক্ষণ বিএটিসি'র নিয়মানুযায়ী সফলতার সাথে সম্পন্ন করতে হবে। এতদ্ব্যতীত সিমুলেটর ট্রেনিংও একবারেই সফলতার সাথে সম্পন্ন করতে হবে। তবে সিমুলেটর ট্রেনিং-এ অকৃতকার্য হলে আপনাকে উক্ত অকৃতকার্য হওয়ার ০৬ মাসের মধ্যে নিজ খরচে সিমুলেটর ট্রেনিং সফলভাবে সম্পন্ন করার জন্য অনধিক ০১ বার সুযোগ প্রদান করা হবে। সেক্ষেত্রে আপনি আপনার জ্যেষ্ঠতা হারাবেন। প্রশিক্ষণের শর্তাবলী আপনাকে আবশ্যিকভাবে মেনে চলতে হবে। ফাস্ট অফিসার এর জন্য নির্ধারিত নয় এমন কোনো প্রশিক্ষণে অংশগ্রহণের জন্য কর্তৃপক্ষ কর্তৃক আপনি নির্দেশিত হলে তাও (প্রশিক্ষণ) সফলতার সাথে আপনাকে সম্পন্ন করতে হবে।
৪. নির্ধারিত প্রশিক্ষণ গ্রহণার্থে প্রাথমিকভাবে আপনি বিএটিসি'তে যোগদান করবেন। ফাস্ট অফিসার পদে নিয়োগের পূর্ব পর্যন্ত প্রশিক্ষণ গ্রহণকালীন সময়ে আপনি প্রতি মাসে সর্বসাকুল্যে টাকা ১৫,০০০/- (পনের হাজার) হারে স্টাইপেন্ড/ভাতা প্রাপ্য হবেন।
৫. ফাস্ট অফিসার হিসাবে নিয়োগ প্রাপ্তির জন্য অনুচ্ছেদ-গ অনুসারে প্রয়োজনীয় যে কোনো প্রশিক্ষণের যে কোনো ধাপে যদি আপনি অকৃতকার্য হন, তবে একজন অকৃতকার্য প্রার্থী হিসাবে আপনার নিয়োগ আপনাপনি বাতিল হয়ে যাবে।
৬. বিমানের নির্ধারিত ইকুইপমেন্ট হবে আপনার বেসিক ইকুইপমেন্ট এবং বিমান অপারেশন ম্যানুয়াল-এর বিধান অনুযায়ী আপনার জ্যেষ্ঠতা নির্ধারণ করা হবে।

ক্রমশঃ পাতা-২





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৭. নির্ধারিত ইকুইপমেন্ট টাইপ টেকনিক্যালসহ গ্রাউন্ড কোর্স সমাপনান্তে আপনাকে ক্যাডেট পাইলট হিসেবে নিয়োজিত থাকতে হবে। যে পর্যন্ত ফাস্ট অফিসার এর জন্য শূন্য পদ সৃষ্টি না হয়, সে পর্যন্ত আপনাকে অপেক্ষমান থাকতে হবে এবং এ সময়ের জন্য আপনি কেবলমাত্র স্টাইপেন্ড প্রাপ্য হবেন। তদানুযায়ী অনুচ্ছেদ-২ তে বর্ণিত চুক্তিনামা/বন্ড এর শর্তাবলী পূর্ণ বলবৎ থাকবে।
৮. ফাস্ট অফিসার এর প্রয়োজনীয় শূন্য পদ সৃষ্টি হবার পূর্বে আপনি সফলতার সাথে গ্রাউন্ড কোর্সসহ সংশ্লিষ্ট প্রশিক্ষণাদি সম্পন্ন করলেও ফাস্ট অফিসার হিসাবে কোনো নিয়োগ দাবী করতে পারবেন না এবং/অথবা দাবী করার কোনো অধিকার আপনার থাকবে না।
৯. পদ শূন্য থাকা সাপেক্ষে ফাস্ট অফিসার-এর প্রয়োজনীয় প্রশিক্ষণ সফলতার সাথে সমাপ্তির পর, শিক্ষানবীশকালসহ আপনাকে ০৩ (তিন) বৎসরের জন্য চুক্তিভিত্তিক নিয়োগ প্রদান করা হবে এবং তদানুযায়ী চুক্তির শর্ত, ইনডেমনিটি বন্ড ও আন্ডার-টেকিং ইত্যাদি বলবৎ থাকবে। চুক্তিভিত্তিতে ০৩ (তিন) বৎসর সন্তোষজনক চাকরি সম্পন্ন সাপেক্ষে আপনার চাকরি চুক্তিভিত্তিক হিসাবে যোগদানের তারিখ থেকে স্থায়ী করা হবে।
১০. উপরে বর্ণিত সমুদয় শর্ত পূরণ সাপেক্ষে যদি আপনি ফাস্ট অফিসার হিসাবে নিয়োজিত হন, তবে আপনাকে পদের সাথে চুক্তি মোতাবেক বেতন, অন্যান্য ভাতাদি ও সুবিধাদি প্রদান করা হবে।
১১. ০২ (দুই) জন সুপরিচিত বাংলাদেশী নাগরিক, যারা বাংলাদেশেই বসবাস করেন এবং আর্থিক সংগতিসম্পন্ন এর নিকট হতে বিমান কর্তৃপক্ষকে সন্তোষজনকভাবে এই মর্মে একটি “সিওরিটি বন্ড” দিতে হবে যে, আপনি ফাস্ট অফিসার হিসেবে নিয়োগ প্রাপ্তির পর কমপক্ষে ০৩ (তিন) বৎসর বিমানে চাকরি করবেন, নতুবা বিমান কর্তৃক নির্ধারিত ক্ষতিপূরণ অর্থ দাবী করা মাত্র তাঁরা একক এবং/অথবা যৌথভাবে উক্ত দাবীকৃত অর্থ প্রদান করতে বাধ্য থাকবেন। এ ক্ষতিপূরণের পরিমাণ বিমান কর্তৃপক্ষ কর্তৃক স্থির করা হবে।
১২. এন.এস.আই/পুলিশ তদন্তে আপনার চরিত্র এবং পূর্ব-পরিচিতি প্রতিবেদন সন্তোষজনক না হলে কোনো কারণ দর্শানো ব্যতিরেকে আপনার নিয়োগ অবসান (টার্মিনেট) করা হবে।
১৩. বিমানের প্রয়োজনে বাংলাদেশসহ পৃথিবীর যে কোনো স্থানে আপনাকে প্রদত্ত দায়িত্ব পালন করতে হবে।
১৪. ক্যাডেট পাইলট হিসাবে যোগদানের লক্ষ্যে আগামী ১০-০৩-২০১৯ খৃঃ তারিখের মধ্যে আপনাকে নিম্নবর্ণিত দলিলাদি দাখিল করতে হবে:
  - ক) সকল প্রকার শিক্ষাগত সার্টিফিকেট ও মার্কসীটের সত্যায়িত ফটোকপি।
  - খ) বৈধ সিপিএল এর সত্যায়িত ফটোকপি।
  - গ) বৈধ মেডিকেল সার্টিফিকেট এর সত্যায়িত ফটোকপি।
  - ঘ) সর্বশেষ লগবুকের শেষ ০২ পাতার সত্যায়িত ফটোকপি।
  - ঙ) প্রযোজ্য ক্ষেত্রে বর্তমান কর্মস্থলের যথাযথ কর্তৃপক্ষের অনাপত্তি ছাড়পত্র (NOC)।
১৫. নির্ধারিত সময়ের মধ্যে উপরোক্ত অনুচ্ছেদ ১৪ (ঙ) এর বর্ণিত অনাপত্তি ছাড়পত্র (NOC) দাখিল করতে ব্যর্থ হলে আপনার যোগদানপত্র গৃহীত হবে না। সেক্ষেত্রে আপনাকে আবশ্যিকভাবে আগামী ১০-০৬-২০১৯খৃঃ তারিখের মধ্যে বর্ণিত অনাপত্তি ছাড়পত্র (NOC) দাখিল করতে হবে, অন্যথায় অত্র প্রস্তাবপত্র বাতিল বলে গণ্য হবে।

ক্রমশঃ পাতা-৩



**বিমান**  
**বাংলাদেশ এয়ারলাইনস লিমিটেড: Biman BANGLADESH AIRLINES LTD.**  
HEAD OFFICE, BALAKA, KURMITOLA, DHAKA-1229, BANGLADESH, PHONES: 8901600-14, 8901680-94, FAX: 88-02-8901558, www.biman-airlines.com

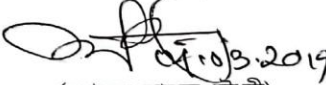
-০৩-

১৬. বিমানের প্রধান চিকিৎসক এবং/অথবা অন্য সংস্থা কর্তৃক নির্ধারিত যে কোনো এক বা একাধিক চিকিৎসা প্রতিষ্ঠান-এর নিকট হতে মেডিকেল ফিটনেস সার্টিফিকেট প্রাপ্তি সাপেক্ষে আপনাকে উভয়ন প্রশিক্ষণে অংশগ্রহণ করতে দেয়া হবে।
১৭. প্রশিক্ষণ চলাকালীন সময়ে আপনি কোনো ট্রেড ইউনিয়ন/এসোসিয়েশন অথবা বাগেইনিং এজেন্ট-এর সদস্য পদ গ্রহণ করতে পারবেন না অথবা তাদের সাথে কোনো কার্যক্রমে অংশগ্রহণ করতে পারবেন না।
১৮. অত্র নিয়োগের প্রস্তাব পত্রের শর্ত ছাড়াও প্রযোজ্য ক্ষেত্রে বাংলাদেশ বিমান এমপ্লয়ীজ (সার্ভিস) রেগুলেশন ১৯৭৯-তে বর্ণিত চাকুরীবিধিমালা এবং তৎসহ আদেশ, নির্দেশ, সার্কুলার, নিয়ম-কানুন যা সময়ে সময়ে বিমান কর্তৃপক্ষ কর্তৃক জারী করা হবে, তা দ্বারা আপনার চাকরি নিয়ন্ত্রিত হবে।
১৯. এ নিয়োগ প্রস্তাব পত্রে বর্ণিত যে কোনো এক বা একাধিক শর্তের ক্ষেত্রে পরবর্তীতে কোনো জটিলতার উদ্ভব হলে উক্ত বিষয়ের উপর বিমানের কেন্দ্রীয় প্রশাসনের সিদ্ধান্ত চূড়ান্ত বলে বিবেচিত হবে এবং তা সংশ্লিষ্ট সকলকে আবশ্যিকভাবে মেনে চলতে হবে।
২০. আপনার পরিচিতি নিশ্চিত করার লক্ষ্যে আপনাকে টি নম্বর প্রদান করা হবে, যা ভবিষ্যতে ফাস্ট অফিসার হিসাবে নিয়োগ লাভের পূর্ব পর্যন্ত সকল প্রকার যোগাযোগের ক্ষেত্রে অবশ্যই উল্লেখ করতে হবে।
২১. গ্রাউন্ড প্রশিক্ষণে যোগদানের জন্য আপনাকে কোনো প্রকার দৈনিক/যাতায়াত ভাতা দেয়া হবে না।
২২. প্রশিক্ষণকালে প্রশিক্ষণের অংশ হিসাবে আপনাকে ফ্লাইট অপারেশন পরিদপ্তরের দৈনন্দিন দাপ্তরিক কার্যে সম্পৃক্ত করা হবে।

উপরোক্ত নিয়োগ প্রস্তাব পত্রের শর্তাবলী আপনার নিকট গ্রহণযোগ্য হলে, তা গ্রহণের স্বীকৃতি হিসেবে স্বাক্ষর (প্রতি পৃষ্ঠায় তারিখসহ) করে আগামী ১০-০৩-২০১৯ খৃঃ তারিখের মধ্যে অত্র নিয়োগ প্রস্তাব পত্রের একটি কপি নিয়োগ শাখায় জমা প্রদান করতে হবে।

ধন্যবাদান্তে,

আপনার বিশ্বস্ত,  
বিমান বাংলাদেশ এয়ারলাইনস লিমিটেড-এর পক্ষে-

  
(ফখরুল হোসেন চৌধুরী)  
ব্যবস্থাপক নিয়োগ

অনুলিপিঃ

- ০১। পরিচালক প্রশাসন / ফ্লাইট অপারেশন।
- ০২। মহাব্যবস্থাপক প্রশাসন / চীফ অব টেকনিক্যাল / ট্রেনিং / প্লানিং এন্ড সিডিউলিং / অধ্যক্ষ, বিএটিসি।
- ০৩। উপ-মহাব্যবস্থাপক পার্সোনেল / মানব সম্পদ / প্রধান চিকিৎসক / নিরাপত্তা / যানবাহন।
- ০৪। ব্যবস্থাপক পার্সোনেল / সংগঠন ও পদ্ধতি / বেতন শাখা।
- ০৫। ব্যবস্থাপক সমন্বয় - ব্যবস্থাপনা পরিচালক মহোদয়ের সদয় অবগতির জন্য।
- ০৬। সহকারী ব্যবস্থাপক প্রশাসন (ফ্লাইট অপারেশন)।
- ০৭। ইনচার্জ কম্পিউটার উইং, পার্সোনেল শাখা।

## 11.2 Allotment of Trainee ID



Biman Bangladesh Airlines  
Employment Section

Ref : 30.34.0000.073.29.000.19/1285

Date : 07/03/2019

→ Mr. Ishtiak Hossain  
Father's Name: Md. Moktar Hossain Khan  
House-04, Road-05, Sector-10,  
Uttata, Dhaka-1230.

Sub : Allotment of Trainee Number (T. No.)

Reference your offer letter: 30.40.0000.073.28.113.19/1269 Dated : 04/03/2019 regarding appointment as Cadet Pilot. A Trainee Number (T. No.)-72702 has been allotted in favour of you for your training period and further official correspondences until being appointed as First Officer. You are advised to report to Director Flight Operations, Operations Building, HSIA, Dhaka on 10.03.2019 accordingly.

*Kamal Uddin Ahmed*  
07/03/19

(Kamal Uddin Ahmed)  
Dy-General Manager (H/R).

**Copy :**

01. Director Flight Operations/Administration. : For kind Information
02. Principal BATC : -do-
03. Chief of Training : -do-
04. General Manager Administration/Chief of Technical/Planning & Scheduling
05. Dy. General Manager Training (Ops)/Personel/HR/Security/MT/O&M/CMO
06. Manager Personel/O&M/Payroll
07. Manager Co-ordination to MD & CEO : For kind information of MD & CEO.
08. Asstt. Manager Admin (Flight Operations)
09. I/C Computer Wing, Personel Section.

### 11.3 Departure for Simulator Training



#### TO WHOM IT MAY CONCERN


This is to inform you that following Biman Cockpit Crew will travel on BG4091 to Hyderabad via Kolkata, India on 08 November 2021 for Dash8-Q400 Conversion Simulator Training at Flight Simulation Technique Centre Pvt. Ltd., Hyderabad, India. After completion of training, he will travel on 02 December 2021 CCU-DAC by BG4092. His details is as under:

ISHTIAK HOSSAIN                      T-72702                      PASSPORT NO. EF0648444

All his expenses will be borne by Biman Bangladesh Airlines.

Your cooperation will be highly appreciated.

Thanking you

  
(Capt. Anis Ahmed)  
Dy. Chief of Training

Ph: 88-02-8901322  
Mob: 88-01777715695

## 11.4 Dash8-Q400 Endorsement



CIVIL AVIATION AUTHORITY OF BANGLADESH  
FLIGHT STANDARD & REGULATIONS DIVISION  
HEADQUARTERS, KURMITOLA, DHAKA



No. 30.31.0000.114.20.043.17/251

Date: 21.12.2021

✓ Managing Director  
Biman Bangladesh Airlines Ltd  
Balaka Bhaban  
Kurmitola, Dhaka-1221

(Attn: Director Flight Operation)

Sub: Endorsement on Dash8-Q400 aircraft in respect of Mr. Ishtiaq Hossain CPL# 762.

Ref: 30.34.0000.090.27.727.21 dated 09-12-2021

Dear Sir,

Dash8-Q400 aircraft is endorsement as P2 in respect of Mr. Ishtiaq Hossain CPL# 762 for Route Training and Route Check only. You are requested to forward a letter for nominating FOI/DFOI after completion of the required Route Training and Route Check for conducting Oral Test and IRC monitoring.

A sum of Taka 5750.00 (Five Thousand Seven Hundred Fifty) has been received as endorsement fees through the deposit slip of Finance Department of CAAB.

CPL# 762 and her Log Book are enclosed herewith.


Thanks and regards.

Shirin Sultana  
Deputy Director  
Flight Standard & Regulations Division  
CAAB, HQ, Dhaka.  
Tel : +88-02-8901123  
Email : [ddfs@caab.gov.bd](mailto:ddfs@caab.gov.bd)

**Copy to:**

1. POI (Biman), CAAB HQ, Kurmitola, Dhaka
2. PA to MFSR, CAAB, Kurmitola, Dhaka

## 11.5 IRC Viva Clearance

	<b>TRAINING MANUAL</b>	বিমান প্রশিক্ষণ ম্যানুয়াল Biman BANGLADESH AIRLINES
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## 5.22 ORAL TEST REPORT

GRADE: PASS (MARK 70%)

S - PASS U - FAIL

AIRCRAFT TYPE:  B777  B787  B737  DASH8

## A. PERSONAL DETAILS:

1. Name of the Examiner: <u>ANISUR RAHMAN</u>	4. Name of the Candidate: <u>ISHTIK HOSAIN</u>
2. ATPL no: <u>171</u>	5. ATPL/CPL No: <u>762</u>
3. Exam Date & Time: <u>12-05-22, 1200-</u>	6. Number of Attempts: <u>1ST</u>

## B. KNOWLEDGE OF AIRCRAFT SYSTEM:

SL NO	ITEM	GRADES	SL NO	ITEM	GRADES
1.	Aircraft General	U	10.	Flight Instruments	U
2.	Air-conditioning & Pressurization	U	11.	Fuel	U
3.	Autopilot & Flight Director	U	12.	Hydraulics	U
4.	Cockpit Switches and lights	U	13.	Ice and Rain Protection	U
5.	EFIS & FMS	U	14.	Landing gear and Brakes	U
6.	Electrical	U	15.	Navigation System	U
7.	Engines & APU	U	16.	Pneumatics	U
8.	Fire Protection	U	17.	Propellers (if applicable)	U
9.	Flight Controls	U	18.	Warning System	U

## C. MISCELLANEOUS ITEMS:

SL NO	ITEM	GRADES
1.	Limitation and memory item	U
2.	Knowledge and ability to compute airplane performance data	U
3.	Knowledge of calculating weight and balance of the airplane	U
4.	Ability to handle normal, abnormal and emergency checklist	U
5.	General knowledge of ICAO Annexes 1&6, CAR 84, some applicable Rules and regulations.	U
6.	Detail knowledge of operator's SOP, Flight Procedures & CRM	U
7.	Knowledge of Company Operational Manual	U

## REMARKS:

PASS FAIL MONITORED BY FOI/DFOI/DCP: CAPT. AZIZ on 12.05.2022REMARKS IF ANY: PERFORMANCE satisfactory
ishtik  
 SIGNATURE OF CANDIDATE

  
 SIGNATURE OF EXAMINER

 Issue Date - 10 JAN 05  
 Issue No. - 001/05

 Revision Date - 08 SEP 21  
 Revision No - 57

 Chapter 5  
 Page 37

## 11.6 First Officer Appointment Letter



বিসম বাংলাদেশ এয়ারলাইন্স লিমিটেড  
Biman BANGLADESH AIRLINES LTD.



HEAD OFFICE, BALAKA, KURMITOLA, DHAKA-1229, BANGLADESH, PHONES: 8901600-14, 8901680-94, FAX: 88-02-8901558, www.biman-airlines.com

APP Section

Ref.: 30.34.0000.068.12.000.22/ 633

Date: 29-06-2022

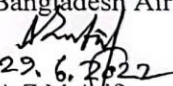
Mr. Ishtiak Hossain  
S/O Md. Moktar Hossain Khan  
Address-House No. 05, Road No. 04  
Sector No. 10, Uttara, Dhaka-1230

**Subject: Appointment Letter.**

Biman Management is pleased to appoint you as **First Officer** in Pay Group Special under Directorate of Flight Operations initially on **03 (three)** years' contract as per terms & conditions mentioned in the Offer Letter, Agreement and Surety Bond with the salary package (i.e. Basic Salary of BDT 81,823.00) applicable to the above designation and other admissible benefits and facilities of Biman with effect from the date of your First Flight.

You are allotted an Identity No.G-51972, which is to be used as reference during future correspondences. Please note that this number represents your Service Seniority in your batch.

Yours sincerely,  
On behalf of Biman Bangladesh Airlines Limited

  
29.6.2022  
(A.Z.M. Afif)  
Manager Admin (APP)

- cc: Director Administration/Flight Operations.
- cc: General Manager Administration/Motor Transport/Chief Medical Officer Chief of Technical/Chief of Training/Chief of Planning & Scheduling.
- cc: Dy. General Manager HR/Personnel/Security.
- cc: Manager Job Design/Personnel/Pay rolls/Planning & Scheduling.
- cc: Dy. Manager Insurance/Provident Fund.
- cc: Asst. Manager Admin, (Flight Operations)- You are requested to dispatch the appointment letter to above mentioned First Officer.
- cc: Manager Coordination to the MD & CEO- for kind information of MD & CEO.
- cc: Supply Officer (Uniform Stores).

## 11.7 Plagiarism Report

Turnitin Originality Report					
Processed on: 17-Aug-2022 16:24 +06 ID: 1883514503 Word Count: 5867 Submitted: 1	<table border="1"> <thead> <tr> <th>Similarity Index</th> <th>Similarity by Source</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; font-size: 24pt;">7%</td> <td>           Internet Sources: 6%            Publications: 2%            Student Papers: 4%         </td> </tr> </tbody> </table>	Similarity Index	Similarity by Source	7%	Internet Sources: 6% Publications: 2% Student Papers: 4%
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< 1% match (Internet from 10-Apr-2022) <a href="http://dspace.daffodilvarsity.edu.bd:8080/bitstream/handle/123456789/7719/182-10-491%20ENG%2809%25%29.pdf?isAllowed=y&amp;sequence=1">http://dspace.daffodilvarsity.edu.bd:8080/bitstream/handle/123456789/7719/182-10-491%20ENG%2809%25%29.pdf?isAllowed=y&amp;sequence=1</a>					
< 1% match (Internet from 07-Apr-2021) <a href="http://dspace.daffodilvarsity.edu.bd:8080/bitstream/handle/123456789/5455/172-10-448%3d11%25.docx?isAllowed=y&amp;sequence=1">http://dspace.daffodilvarsity.edu.bd:8080/bitstream/handle/123456789/5455/172-10-448%3d11%25.docx?isAllowed=y&amp;sequence=1</a>					
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