

BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
JAILIR CAMPUS

STATION LEAVING APPLICATION
(For Holidays / Weekly Off Days)

Name of the applicant: _____ Employee Code: _____

Designation: _____ Department/Section _____

Station leaving from _____ (_____ AM/PM) to _____ (_____ AM/PM)

Reasons for station leaving _____

Address while on station leave _____

Contact phone No. _____ E-mail _____

Signature of the Applicant with Date:

.....

Remark of Department/Section In-charge

Signature with date:

.....

Counter Signed by:

Director

.....

FOR OFFICE USE

Station Leaving as above is recorded in the Leave Section.

Signature with date of dealing Assistant (Leave Section)

.....