

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI**

DUTY LEAVE SLIP/ EARLY GOING DUTY SLIP/ LATE COMING DUTY SLIP

Date:

Dr./Prof./Mr./Mrs./Ms. Designation:

Emp. Code: Department/ Office/ Section:

is being assigned official duty related to

during AM/PM to AM/PM on, for which he/ she is required to go outside BIT Campus / Ranchi city for fulfilling the above official Assignment.

(HoD/ In-charge)

To,

Registrar for necessary records of BBAMS
Administrator (Teaching / Non-teaching)
BIT Mesra, Ranchi

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