

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA RANCHI – 835215**

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: _____ Date: _____

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Remark of Dean (FA) / HOD / Section In-charge

Signature with Date: _____

Counter Signed by:

Vice Chancellor / dean (Faculty Affairs / Registrar)
.....

FOR OFFICE USE

Station Leaving as above is recorded in the Leave Section.

Signature with Date of Dealing Assistant (Leave Section)
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