

BIRLA INSTITUTE OF TECHNOLOGY

A Deemed to be University u/s 3 of UGC Act, 1956

MESRA : RANCHI

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

Date: / / 20

I Mr./ Mrs/Ms Designation.....

Roll no Department is being assigned official duty related to

.....Project CodeduringAM/PM to AM/PM on

Date for which he/she is required to go outside BIT Campus / Ranchi city for fulfilling the above official Assignment.

(Signature of applicant)

Name of PI :

Signature of PI

(HoD / In-charge)

To,
Dean RIE
For necessary records of BBAMS
BIT Mesra, Ranchi

Signature of DRIE

Entered in Biometric on

(Signature)

BIRLA INSTITUTE OF TECHNOLOGY

A Deemed to be University u/s 3 of UGC Act, 1956

MESRA : RANCHI

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

Date: / / 20

I Mr./ Mrs/Ms Designation.....

Roll no Department is being assigned official duty related to

.....Project CodeduringAM/PM to AM/PM on

Date for which he/she is required to go outside BIT Campus / Ranchi city for fulfilling the above official Assignment.

(Signature of applicant)

Name of PI :

Signature of PI

(HoD / In-charge)

To,
Dean RIE
For necessary records of BBAMS
BIT Mesra, Ranchi

Signature of DRIE

Entered in Biometric on

(Signature)