October 18, 2022

OFFICE MEMORANDUM
Sub: Half-day's Casual Leave

Faculty/Staff Members who have got some urgent work but do not require one day's leave can avail half day's Casual Leave. The dividing line will be the fixed lunch break (i.e from 1.00 p.m to 1.30 p.m).

In case the Leave is for the forenoon, faculty/staff members can attend office immediately after the fixed lunch break. The maximum duration of half CL period in the 2nd half shall be considered for 04 hours (between 1.30 p.m and 6.00 p.m). However, faculty/staff members may leave office after 03 hours 30 minutes working hours (between 1.30 p.m and 6.00 p.m) and the deficiency of 30 minutes shall be adjusted against the cumulative grace period of 180 minutes as per extant BBAMS guidelines.

In case the Leave is for the afternoon, faculty/staff members can leave office at the commencement of the lunch break. The maximum duration of half CL period in the 1st half shall be considered for 04 hours (between 8.30 a.m and 1.00 p.m). However, faculty/staff members may leave office after 03 hours 30 minutes working hours (between 8.30 a.m and 1.00 p.m) and the deficiency of 30 minutes shall be adjusted against the cumulative grace period of 180 minutes as per extant BBAMS guidelines.

However, working hours observed beyond 04 hours (either in forenoon or afternoon) for any half CL availed date shall not be adjusted against cumulative grace period of 180 minutes.

This issues as per discussion with the competent authority of BIT Mesra and shall be applicable with effect from 26.10.2022 and will remain in force till further order.

This OM supersedes all other notifications / Office Order (if any) on the above quoted subject.

Prof. (Dr.) S L Gupta
Director

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2. Institute Notice Board
3. Webmaster for suitably uploading on Institute's website