



BIRLA INSTITUTE OF TECHNOLOGY

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

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

Ref. No. BIT-N/RO/OM/2022-23/008

July 19, 2022

OFFICE MEMORANDUM

It has been observed that some faculty / staff members do not apply leave before proceeding on leave and even don't inform their Department Coordinator / Section In charge the reason for absence over phone / email and also don't submit leave application immediately after joining. This has been viewed seriously by internal audit team.

All faculty / staff members are therefore instructed to submit leave application in advance and intimate the same to their Department Coordinator / Section In charge. In case it is not possible to submit leave application in advance due to unavoidable circumstances, the Department Coordinator / Section In charge must be intimated over phone / email explaining the reason for absence, duration of absence etc. and submit leave application immediately after joining. Further, Department Coordinators / Section In charges are also requested to inform Leave section, whenever any faculty / staff members proceed on leave.

The above instruction is circulated for strict compliance and this issues with the approval of the Director.

Abhisek M.
19-07-2022
(Abhisek Mohapatra)
Assistant Registrar

Copy forwarded for information to:

1. All member of faculty / staff – through email
2. P.A to Director for Director's kind information
3. Institute Notice Board
4. Webmaster for suitably uploading on Institute's website