



BIRLA INSTITUTE OF TECHNOLOGY

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

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

Ref: BITN/AR/OM/2024-25/01

Date: 19-03-2025

OFFICE MEMORANDUM

Sub: Timely Submission of Leave Application

It has been observed that most of the faculty and staff members are not adhering to the procedures for processing various types of leave. This matter has been taken seriously by the internal audit team.

All faculty / staff members are once again requested to seek and secure prior approval before proceeding for leave (except in case of emergency) and to submit leave application form in advance as per office order no. 3379 dated 24.08.2017.

In case it is not feasible to submit leave application in advance due to unavoidable circumstances, the Faculty In charge of Department / Section In charge and Leave Section must be intimated over phone / email explaining the reason for absence, duration of absence, nature of leave to be requested etc. and leave application should be submitted immediately upon returning duty.

This memorandum is issued with the approval of the Director, BIT Noida Campus and strict compliance is expected from all faculty and staff members.

Abhisek M.
19.03.2025
(Abhisek Mohapatra)
Assistant Registrar

Copy to:

- (1) All Faculty & Staff Members through email
- (2) Institute Notice Board
- (3) Office of the Director, BIT Noida
- (4) FIC-Website for uploading this OM on Institute's website