



# BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)  
OFF-CAMPUS (NOIDA) – 201301 (INDIA)

July 25, 2024

## NOTIFICATION

In partial modification to earlier OM dated 23-01-2024, Cl. (4) as mentioned below is hereby amended and shall be applicable for all faculty members with effect from 26.07.2024.

**Cl.(4) :** *For any half day's Casual Leave availed date, in case the leave is for the forenoon, the maximum duration in 2<sup>nd</sup> half shall be considered 04 hours or minimum of 3 hr. 30 min. (i.e between 12.30 p.m and 7.00 p.m) and in case the leave is for the afternoon, the maximum duration in 1<sup>st</sup> half shall be considered for 04 hours or minimum of 3 hr. 30 min (i.e between 8.00 a.m and 2.30 p.m).*

Faculty members must ensure that classes and other academic assignments should not be affected due to observance of these modified instructions.

All other instructions of BBAMS guidelines along with related OMs / OOs issued earlier in this regard shall remain unchanged.

Prof. (Dr.) S L Gupta  
Director

Copy forwarded for information to:

(1) All faculty members – through email