

# BIRLA INSTITUTE OF TECHNOLOGY

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

**MESRA, RANCHI-835 215 (INDIA)**

Notice No. RO/Notice/2021-22/7529

17 December 2021

## **NOTICE**

**Winter Vacation for the Vacational-Staff** of the Institute will be from 25<sup>th</sup> December 2021 to 02<sup>nd</sup> January 2022 and **Winter Break for Non-vacation Staff** will be from 27<sup>th</sup> December 2021 to 31<sup>st</sup> December 2021.

All the Vacational-Staff who have been assigned any evaluation work will obtain clearance from Controller of Examination (COE) and submit to their respective Head(s)/ In-charge(s) of the Departments before leaving the station to avail the Vacation. All Head of the Departments are requested to allow the respective faculty members to proceed on Vacation only after getting written clearance from the Controller of Examination (COE).

All the Dean(s)/ Head(s)/ In-charge(s) of Academic Departments, Director(s)/ In-charge(s) of all Off-Campuses, if required, may attend their offices during the vacation period and proportionate Earned Leave (EL) shall be credited to their leave account based on their recorded attendance, during the vacation period.

Heads of the Departments should route their requirement for retaining faculty members, for any departmental/ other administrative work, during this vacation period through the Dean (Faculty Affairs) for prior approval from the Vice Chancellor. Such faculty will also be credited with equivalent EL based on their recorded attendance, during the vacation period.

The Section Heads managing the essential services (Security, Water Supply, Electric Supply and Maintenance, General Maintenance, Transport, Guest House, Communication Services, Animal House, House Keeping and Dispensary etc.) may retain their Staff to ensure continuity of business during, winter-break period as per their requirement. Such staff will get compensatory leave as per Institute norms.

Employees combining any kind of leave with the Winter Vacation/ Winter Break shall be required to fill-up Station Leaving Application Form mentioning their station leaving period. Those employees planning to leave the station only for the duration of Winter Vacation/ Winter Break period shall submit Station Leaving Application Form, duly forwarded by the respective HOD(s)/Section In-charge(s), for record, before start of Winter Vacation/ Winter Break.

This bears the approval of the Competent Authority.



  
Registrar

Copy to:

1. All Deans/Director of IQAC/CoE/CoA
2. All HoDs/In-charge(s), Academic Departments/ Sections
3. Director(s)/In-charge(s), BIT Off Campus
4. Director, University Polytechnic
5. Associate Deans
6. Dy. Comptroller / Dy. Finance Officer/Dy. Registrars
7. Administrative Officer/Assistant Registrars
8. PS to Vice Chancellor
9. All Notice Boards
10. File