



# बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि) अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956  
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Notice No. 23-24/ 2A

08<sup>th</sup> November, 2023

## NOTICE

Winter Break for the Vacational-Staff of the Institute will be from 18<sup>th</sup> December, 2023 to 01<sup>st</sup> January, 2024 and Non-vacation Staff will be from 26<sup>th</sup> December, 2023 to 01<sup>st</sup> January, 2024.

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 Winter Break. All Head of the Departments are requested to allow the respective faculty members to proceed on Winter Break 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 winter break and proportionate Earned Leave (EL) shall be credited to their leave account based on their recorded attendance, during the winter break.

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

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 as per their requirement. Such staff will get compensatory leave as per Institute norms.

Employees combining any kind of leave with the 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 Break shall submit station Leaving Application Form, duly forwarded by the respective HoD(s)/Section In-charge(s), for record, before start of Winter Break.

This bears the approval of the Competent Authority.

*Kundip Dutta*  
Registrar 08/11/2023

Copy to:

1. All Dean(s)/Director (IQAC)/Controller of Examination / COA
2. All HoD(s)/In-charge(s), Academic Departments/Sections
3. Director(s)/In-charge(s), BIT Off Campuses
4. Director, University Polytechnic/BIT-STEP
5. Prof. In-charge (ICTC/Energy Management/Water Resources Management/ Central Library/TEQIP Coordinator
6. Associate Dean(s)
7. Dy. Comptroller / Dy. Finance Officer
8. Dy. Registrar / Medical Officer In-charge
9. Administrative Officer (E&HR)/Assistant Registrar(s)
10. P. S. to Vice Chancellor
11. File