



# BIRLA INSTITUTE OF TECHNOLOGY

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


OFF-CAMPUS (NOIDA) – 201301 (INDIA)

August 30, 2022

## OFFICE MEMORANDUM

In continuation to the OM Ref. No. BIT-N/RO/OM/2022-23/008 dated 19-07-2022 all faculty / staff members are hereby informed to contact Ms. Prachi Mahindroo between 3.00 p.m to 4.30 p.m all working days for any query related to Leave.

All faculty / staff members are further informed that in case of non-submission of Leave application form or intimation for deduct of specific leave by last date of attendance month (25<sup>th</sup> of each month), applicable leave shall be debited from Leave account as per availability.

  
Prof. (Dr.) S L Gupta  
Director

Copy forwarded for information to:

1. All member of faculty / staff – through email
2. Institute Notice Board
3. Webmaster for suitably uploading on Institute's website