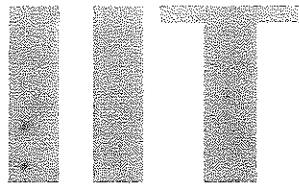


भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
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BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय
(सामान्य प्रशासन)

Office of the Registrar
(General Administration)

Ref. No. IIT(BHU)/GAD/3(18)/Holidays(Vol-II)/Gen./ 10622

Date-12.12.2018
13

NOTICE

It has come to the notice that some of the teaching and non-teaching staff of the Institute leave the station without prior permission of the Competent Authority. during leave/vacation/holiday.

In this connection, attention is invited to the Clause 4(f) of the First Statutes of the Institute as under:

“No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.”

It is, therefore, reiterated that permission to leave the station must be obtained from proper authority before leaving the station.

This issues with the approval of the Competent Authority.

Joint Registrar(Admin.)-II

Ref. No. IIT(BHU)/GAD/3(18)/Holidays(Vol-II)/Gen./ 10622
Copy forwarded to the following for information and necessary action:

Date-12.12.2018
13

1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharge of Units/Centers/Offices
4. All the Professor In-charges
5. The Chief Councilor, Gymkhana
6. The Chairman, Institute Works Department
7. The Professor In-charge, Main Library
8. The Chairman, IIT (BHU)-Cafeteria Committee
9. The Chairman, Council of Wardens
10. The Chairman, Web Management & E-mail Services Committee
11. The Coordinator, GTAC
12. The Joint Chief Proctor
13. The Joint Registrar (Admin-I)
14. The Deputy Registrar (Accounts)
15. All the Assistant Registrars
16. P.S. to the Director
17. P.A. to the Registrar
18. faculty_all@itbhu.ac.in
19. staff_all@itbhu.ac.in

Indian Institute of Technology (Banaras Hindu University).

Joint Registrar(Admin.)-II