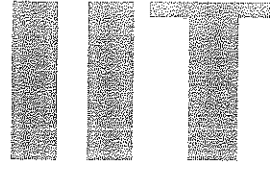




भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

अधिष्ठाता कार्यालय  
(संकाय कार्य)

Office of the Dean  
(Faculty Affairs)

Ref. No. IIT(BHU)/FA/Leave/

Date: 19.07.2019

To,

All the Heads of Departments,  
All the Coordinators of Schools,  
IIT(BHU), Varanasi

**Sub: Modified Leave provisions in respect of faculty members.**

Sir,

In continuation of our earlier letter No. IIT(BHU)/FA/Leave/2367 dated 18.06.2019, I am directed to request you to kindly ensure that no faculty member applies for any leave exceeding 15 days which falls during the start of semesters, except in case of exigencies, as it hampers the scheduling of classes. Such requests will not be considered by the Office of Faculty Affairs. Faculty members may be advised to plan their leave accordingly for both the semesters.

Yours faithfully,

Assistant Registrar (FA)

Ref. No. IIT(BHU)/FA/Leave/3566

Date: 19.07.2019

*Copy forwarded to the following for information & necessary action.*

1. All the Deans.
2. Prof-in-Charge(Admin).
3. The Registrar.
4. The Chairman, Web Management & Email Services Committee.
5. All the Joint Registrars.
6. PS to the Director.
7. PA to the Registrar.

Indian Institute of Technology (BHU)

Assistant Registrar (FA)



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FAX : 91-542-2368428; e-mail : office.facultyaffairs@itbhu.ac.in  
Web : www.iitbhu.ac.in

