

## OFFICE OF THE REGISTRAR INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

AN INSTITUTE OF NATIONAL IMPORTANCE (FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. RDO/42/18

Date: 29/6/18

## ORDER

Faculty Members and Officers of the Institute henceforth shall take station leave permission from the Director before leaving station. A format for Station Leave application is enclosed.

This is issued with the approval of the Competent Authority.

Sd/-(Dr. Biman Bandyopadhyay) Registrar

Copy forwarded for information and necessary action to:-

- 1) All Deans/Heads of the Departments/Heads of Schools/Heads of the Centres
- 2) All Officers
- 3) PS to Director
- 4) Institute Website

H72/00/10 Registrar IIEST, Shibpur

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## INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR Application for Station Leaving Permission

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Details of leave	applied for	/ sanction	<del></del>		on on work cons				<u></u>
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Address / Con	tact no. duri	ng absence	:	<u></u>					
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Date:					<u> </u>	(Signature of the applicant)			
BUT	***		(Pe	ermitted /	Not permitted)				
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All facultty members/ Officers shall seek permission from the Director and all non-teaching employees shall seek permission from the Registrar

Signature of the HOD, Cell / Section -in- Charge etc.

Director's / Registrar's Signature