



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

29/06/18
Registrar
IIEST, Shibpur



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

Application for Station Leaving Permission

No.

Date:

1.	Name :		Employee Code:	
2.	Designation :			
3.	Department			
4.	Reason for leaving the Station :			
5. (a)	Charge handed over to :			
(b)	Consent of the person concerned :			
6.	Details of leave applied for / sanctioned holidays or deputation on work consent :			
	Type		From Date	Till Date
7.	Period of Absence	From date		Time
		Till date		Time
8.	Details of class engagement:			
9.	Address / Contact no. during absence :			

Date:

(Signature of the applicant)

(Permitted / Not permitted)

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

Director's / Registrar's Signature

All faculty members/ Officers shall seek permission from the Director and all non-teaching employees shall seek permission from the Registrar