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**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI**

Ref. No. GO/Leave/2011-12/3292

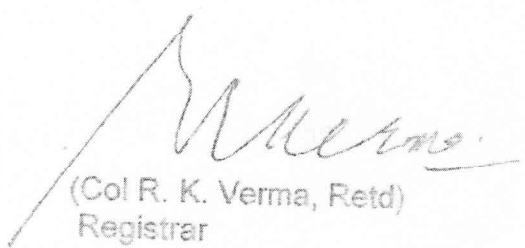
Date: 28<sup>th</sup> July 2011

**VACATION STAFF**

As per the Institute Regulations, only academic staff is to be treated as vacation staff and they are entitled to Vacation Leave. All staff members other than academic are entitled to Earn Leave and not vacation leave.

It is clarified that only those academic employees who are getting Academic Grade Pay (other than Library and Physical Education Staff) are to be treated as academic staff. All others including those getting consolidated salary and also those who may be engaged in teaching activities (but not getting AGP) are not to be treated as vacation staff.

The above guidelines may please be strictly implemented with effect from the current academic session.

  
(Col R. K. Verma, Retd)  
Registrar

To,  
( Director of all Extension Centers

Copy to:

1. Head / In-charge of all departments
2. Leave Section
3. PS to Vice Chancellor
4. File

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI**

Ref. No. GO/Estb/ML/11-12/ 8214 ✓

Date: 22<sup>nd</sup> February, 2012

**MEMO**

The undersigned is directed to convey that the Board of Governors at its 44<sup>th</sup> meeting held on 23.01.2012 decided that a female employee (confirmed) will be eligible to avail 180 days of Maternity leave as per UGC Regulations.

This is for information and necessary action.

*Dasmel*  
Registrar

To,

1. All Deans / All HoDs of the Department
2. All Section In-charges
3. In-charge, Leave Section

Copy to:

1. Director / In-charge Extension Centres
2. Additional Registrar (Fin)
3. Chief Accountant / Dy. Comptroller
4. System Executive (IBIS)
5. P. S. to Vice Chancellor
6. Files



BIRLA INSTITUTE OF TECHNOLOGY  
MESRA, RANCHI 835 215, INDIA  
(Deemed University u/s 3 of UGC Act 1956)

No. GO/BOG/43/2011-12/ 137

Date: 09 April, 2012

**MEMO**

The undersigned is directed to convey that the Board of Governors at its 43<sup>rd</sup> meeting held on 15<sup>th</sup> February 2011 approved **revision of the age of superannuation** of the employees of the Institute as follows as per UGC guidelines w.e.f. 01<sup>st</sup> July 2010 and directed that the relevant clause 13(2) of the Regulation shall accordingly be substituted.

**(A) Academic Staff (Faculty) & Deans**

Till the end of the month in which he/she attains the age of 65 (sixty five) years.

**(B) Registrar, Librarian, Scientific Officers and Head of Physical Training & Sports Group**

Till the end of the month in which he/she attains the age of 62 (sixty two) years.

**(C) All Remaining Staff**

Till the end of the month in which he/she attains the age of 60 (sixty) years.

Provided that where the Board considers that in the interest of the students and for the purpose of teaching and/or guiding the students registered for the Ph.D. programme, any member of the academic staff may be re-employed, and it may re-employ such a member till the end of the semester or the academic session in which he/she attains the age of superannuation as may be considered appropriate in the circumstances of each case.

Provided further that where it becomes necessary due to Departmental need to re-employ any academic staff, beyond the end of the semester or academic session in which he/she attains the age of superannuation, as the case may be, the Board may re-employ on contractual basis any such member for a period up to three years in the first instance and up to two years thereafter and in no case exceeding the end of the academic session in which he/she attains the age of 70 (seventy) years.

Provided also that in no circumstances such member shall be re-employed for any purpose other than those of teaching and guiding the students registered for the Ph.D. programme.

Provided that the Board, in the interest of the Institute and in very exceptional cases may grant extension/re-employment to any non-academic (technical/administrative) staff but not beyond the age of 65 (sixty five) years.

The above may kindly be noted for compliance by all concerned.

*Dasmel*  
Registrar

To  
All Deans & Directors/In-Charges of Extn. Centres  
Chief Accountant/Dy. Comptroller/Addl. Registrar (Fin)/Asst. Registrar (Fin)  
Chairman, Qtr. Allotment Committee  
In-Charge, Caretaker Office  
System Executive (IBIS)  
PS to Vice Chancellor  
File

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI**

Ref No. GO/Leave/2012-13/1526

Date: 08<sup>th</sup> June 2012

**OFFICE ORDER**

**EARNED LEAVE ENCASHMENT**

The undersigned is directed to convey that the Board of Governors at its 44<sup>th</sup> meeting held on 23/01/2012, approved that all eligible employees of the Institute on completion of a minimum period of five years uninterrupted service shall be entitled for encashment of accumulated earned leave.

An employee may avail encashment of accumulated earned leave to his credit at the time of retirement subject to a maximum of 300 days and further subject to other conditions as laid down by the Board from time to time.

The above order shall be effective from 23<sup>rd</sup> January 2012

*S. S. S.*

Registrar

Copy to:

1. All Deans/ All HODs of the Department
2. All Section In-charges
3. Director/Incharge Extension Centres
4. Additional Registrar (Fin)
5. Chief Accountant / Dy Comptroller
6. System Executive (IBIS)
7. PS to Vice Chancellor
8. Leave Section
9. Files



**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI**

Ref No. GO/Leave/2012-13/1527

Date: 08<sup>th</sup> June 2012

**OFFICE ORDER**

**SABBATICAL LEAVE**

The undersigned is directed to convey that the Board of Governors at its 44<sup>th</sup> meeting held on 23/01/2012, approved that a faculty member of the Institute will be entitled to 04 months of Sabbatical Leave (or part thereof) with full pay and allowances on completion of every six years continuous service for improving his/her academic standard. The decision of the Board shall be effective from 23<sup>rd</sup> January 2012.

This is for information of all concerned.

  
Registrar

Copy to:

1. All Deans/ All HODs of the Department
2. All Section In-charges / DY. Registrar
3. Director/Incharge Extension Centres
4. Additional Registrar (Fin)
5. Chief Accountant / Dy Comptroller
6. System Executive (IBIS)
7. PS to Vice Chancellor
8. Leave Section
9. Files



No. GO/Estb/Leave/2012-13/ 4802

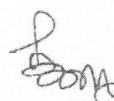
Dated : 21<sup>st</sup> September, 2012

OFFICE ORDER

A doubt has frequently been expressed regarding the leave entitlement to the staff members (faculty/non-faculty) who are on re-employment beyond the date of superannuation with the approval of the competent authority till the end of the semester/academic session or financial year, as the case may be, for the purpose of teaching or guiding research scholars or completion of the assignment. It may please be noted that :-

- (a) The vacation is not allowed to the re-employed faculty members as their presence in the Department is essential for the purpose for which they are re-employed.
- ✓ (b) Earned Leave of two-and-a-half days for each completed month of re-employed service is admissible.
- (c) Casual leave is admissible as per rules of the Institute.
- (d) As a rule, leave that would be earned during the re-employment period has to be availed within the period of re-employment and no encashment shall be allowed for accumulated leave, if any.

All Heads/In-charges of the Departments/Off Campuses are requested to bring the above to the notice of the concerned staff members for information.

  
Registrar

To

All Heads/In-charges of the Departments/Sections

All Directors/In-Charges of BIT Off Campuses



BIRLA INSTITUTE OF TECHNOLOGY  
MESRA, RANCHI 835 215, INDIA  
(Deemed University u/s 3 of UGC Act 1956)

No. GO/Estb/Leave/2012-13/ 5361  
2012

Dated : 13<sup>th</sup> October,

OFFICE ORDER

Certain doubts are frequently expressed regarding credit of Earned leave and Half-Pay leave as well as availing of half-day Casual leave and one -day Earned leave. The following clarifications may please be noted on these issues.

EARNED LEAVE :

1. In case of non-vacational staff credit of Earned leave will be afforded in advance at a uniform rate of 15 days on the 1<sup>st</sup> of January and 1<sup>st</sup> of July every year. The credit to be afforded will be reduced by 1/10<sup>th</sup> of extra ordinary leave, if any, availed and/or period of dies-non during the previous half-year, subject to a maximum of 15 days and to the extent of such credit only.
2. While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1<sup>st</sup> January/ 1<sup>st</sup> July will be kept separately and set off against the EL availed of during that half-year ending 30<sup>th</sup> June/ 31<sup>st</sup> December. However, if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year.
3. Credit of Earned leave in the leave account of teacher (vacational staff) will be given with 5 days on the 1<sup>st</sup> of January and 1<sup>st</sup> of July every year. The credit to be afforded will be reduced by 1/30<sup>th</sup> of extra ordinary leave, if any, availed and/or dies-non during the previous half year subject to maximum of 5 days. When appointed or ceased to be in service, the credit for that half-year will be allowed at 5/6<sup>th</sup> day of each completed month of service likely to render/rendered in that half year.
4. In addition to (3) above, teachers will also be given credit of leave in Earned leave account @ 1/2 of the period, if any, during which he/she is required to perform duty during vacation period subject to condition that in one calendar year the total Earned leave credited does not exceed 30 days.
5. Earned leave can be taken for one day.

HALF-PAY LEAVE :

1. Half-pay leave is credited in advance at the rate of 10 days on the 1<sup>st</sup> of January and 1<sup>st</sup> of July every year. The credit for the half-year in which an employee is appointed will be at the rate of 5/3 days for each completed calendar month of service he/she is likely to render in the half-year in which he is appointed.

Contd. p/2.

**CASUAL LEAVE :**

1. An official on casual leave is not treated as absent from duty and his pay is not intermitted.
2. Casual leave is essentially intended for short periods. It should not normally be granted for more than 8 days at any one time, except under special circumstances.
3. Casual leave can be taken for half-day, if required.

All Heads/In-charges of the Departments/Off Campuses are requested to bring the above to the notice of the concerned staff members for information.

  
Registrar

To  
All Heads/In-charges of the Departments/Sections  
All Directors/In-Charges of BIT Off Campuses

Copy to :  
Dy. Registrar (Estt & Recruitment)  
Leave Section, General Office  
PS to Vice Chancellor

**BIRLA INSTITUTE OF TECHNOLOGY**  
**MESRA : RANCHI**

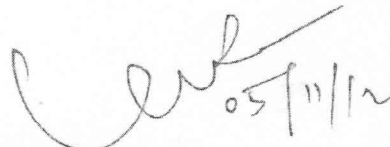
GO/Estt./12-13/5702

Date : 5<sup>th</sup> Nov 2012

CLARIFICATION REGARDING MINIMUM NOTICE PERIOD TO RESIGN AND GET  
RELIEVED FROM BIT

Any employee wishes to leave BIT, the following minimum notice period will be applicable :

Category of Employees	Minimum Notice period to resign	Remarks
Regular / Permanent employees	Three months	In lieu of 3 month's notice, 3 month's salary can be paid
Employees on Contract / Probation / Temporary appointments	One month	In lieu of 1 month's notice, 1 month's compensation / pay, can be paid
Daily wage employees	No minimum notice period required	—

  
05/11/12  
Registrar

To,

- 1) All Concerned
- 2) P.S. to V.C.
- 3) File

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI**

Ref. GO/Cir./EOL/12-13/ 5954

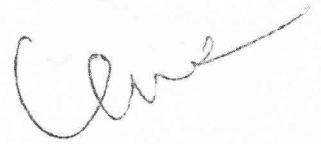
Date: 21<sup>st</sup> Nov, 2012

**C I R C U L A R**

Sub : Sanction of Extra Ordinary Leave (EOL) to Faculty members to join other  
Institutions / Organizations

In supersession of previous orders / circulars on relevant matters, I am directed to convey that based on the recommendations of the Deans Committee, the Competent Authority of BIT, Mesra has accorded approval for sanction of Extra Ordinary Leave (EOL) to Faculty Members to join other Institutions / Organizations in the following cases only.

“If any Faculty Member is joining a University / Deemed University as Vice Chancellor or Director of a very reputed institute, such as NIT/IIT or institution of same level, the Faculty Member may avail Extra-Ordinary Leave (EOL), otherwise EOL may not be permitted”.

  
Registrar

To,

- 1) All Deans
- 2) All HoDs / In-charge, Sections
- 3) Directors , Extension Centres

Copy to :

- 1) Chief Accountant / Dy. Comptroller
- 2) Dy. Registrar (Admn.)
- 3) Asst. Registrar (Finance)
- 4) P.S. to Vice Chancellor
- 5) File

**BIRLA INSTITUTE OF TECHNOLOGY**  
**MESRA : RANCHI**

Ref No. GO/00/2012-13/6092

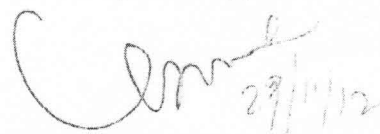
Date : 29<sup>th</sup> Nov 2012

**CLARIFICATION REGARDING SANCTION OF HALF PAY AND /OR COMMUTED  
LEAVE (FULL PAY) ON MEDICAL GROUNDS**

As per Office Order No. GO/Staff/12-13/5699 dated 5<sup>th</sup> November, 2012, the Head of the Department / Head of the Section / Units of BIT, Mesra may sanction Half Pay Leave and / or Commuted Leave (Full Pay) on medical grounds to the employees of BIT, as per applicable rules.

While sanctioning the Half Pay Leave and / or the Commuted Leave (Full Pay) on medical grounds the concerned authority to whom the power has been delegated, should examine that the authorised Medical Doctor has either issued a certificate regarding rest / bed rest or has made a mention regarding rest/bed rest in the medical prescription. Without the mention of "Rest / Bed Rest" etc, no Half Pay Leave and / or Commuted Leave (Full Pay), can be sanctioned, simply based on medical prescription.

If the concerned employee is also submitting an authentic medical document indicating his / her hospitalization in recognised / authorised hospitals / nursing home etc., the same may also be considered for Half Pay Leave and or Commuted Leave (Full Pay) on medical ground.

  
29/11/12  
Registrar

Copy to:

- 1) All Deans/HoDs/In-charge/ Section In-charges of the depts.
- 2) Director of all Extension Centers
- 3) Controller of Examination
- 4) Chief Accountant / Dy. Comptroller
- 5) Dy Registrar / Addl Registrar / Assistant Registrars
- 6) System Executive (ACSSC)
- 7) PS to Vice Chancellor
- 8) Office file



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**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA: RANCHI**

Ref No. GO/Notice/2012-13/7813

Date: 04<sup>th</sup> March 2013

**NOTICE**

Faculty members who are going to attend any Conference / Seminar / Workshop etc. and those who want to go to any university / institution as examiners / experts in selection committee meetings/resource persons are entitled to Special casual Leave for that purpose, which is limited to 15 days per year. All Head of the departments are requested to ensure that the Special Casual Leave applications along with supporting documents are forwarded to the Vice Chancellor <sup>for</sup> getting his approval.

By order of the Vice Chancellor,



Registrar

Copy to:

1. All Deans / HoD's / In-charge of the Departments/Sections
2. Director, BIT Extension Centres
3. Controller of Examination
4. Dy Comptroller / Dy Finance Officer
5. Addl Registrar / Dy Registrar
6. PS to Vice Chancellor
7. Files

(67)

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI**

Ref: - Go/Leave/2013-14/ 2124

Date: - 06.3.2013

To,  
The Director  
BIT EC Jaipur  
27, Malviya Industrial Area  
Jaipur -302 017  
Rajasthan

**Sub: - EL Encashment Clarification.**

Sir,

With reference to your letter No. BITEC/J/D/1673/2012-13 Dated 1<sup>st</sup> March 2013 on the above mentioned subject. The following may be taken into consideration regarding Earned Leave.

1. As per office order Go/Leave/2012-13/1526 dated 8<sup>th</sup> June 2012, a minimum period of 5 years uninterrupted service shall be required for encashment of accumulated earned leave. In view of above an employee is not entitled for encashment of his / her accumulated earned leave during final settlement of his accounts if he / she has done less than 5 years uninterrupted service in the Institute.
2. As per the office order Ref. Go/Leave/2012-13/1526 dated 8<sup>th</sup> June 2012; the entitlement of 300 days is effective from 23<sup>rd</sup> January 2012. In view of the above balance of Earn Leave prior to 23.1.2012 will be merged with main balance upto the limit of 300 (However Maximum earned leave accumulated upto 23.1.2012 will be limited to 180 days only). Thereafter it may be earned upto 300 days which will be counted for final calculation.

Thanking you,

  
Registrar

Copy to:  
Director/Incharge All Extension Centers for necessary action

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**BIRLA INSTITUTE OF TECHNOLOGY**  
**MESRA : RANCHI**

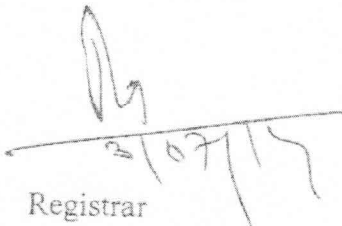
Ref. No. GO/Estb/Mat.-Leave/14-15/2762.

Date : 03<sup>rd</sup> July, 2014

**NOTICE**

As per decision of the Board of Governors in its 48<sup>th</sup> meeting, the regular female employees are entitled for 180 days maternity leave and all female employees on contract are entitled for 90 days maternity leave.

By order of the Vice Chancellor

  
Registrar

Copy to:

1. All Deans / All Heads /In-charges of the Department
2. Director, BIT Mesra Off Campuses
3. Dy. Controller of Examination
4. Section In-charges
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrars
7. System Executive (ACSSC)
8. P. S. to Vice Chancellor
9. Files

**BIRLA INSTITUTE OF TECHNOLOGY**  
**MESRA : RANCHI**

Ref.No. GO/OO/EL/14-15/ 2799

Date: 7<sup>th</sup> July 2014

**OFFICE ORDER**

Consequent to the decision of the Board of Governors in its 47th meeting and confirmation of the same in its 48th meeting, it is notified that Earned Leave for the teaching staff during the period from year 1987 to 2008 in lieu of Adhoc leave for working in Summer Vacation, has been re-considered.

It has been decided that Earned Leave shall be credited in the ratio of 2:1 to eligible faculty members for their authorised work during the summer vacation, in lieu of balance of Compensatory leave as on 31<sup>st</sup> December 2008.

Furthermore, any payment already made to any teaching staff on the basis of earlier leave shall be adjusted from payment(s) due to them.

By order of the Vice Chancellor

  
7/07/14  
Registrar

Copy to:

- 1) Dy. Comptroller/ Dy. Fin. Officer
- 2) Leave Section
- 3) PS to Vice Chancellor
- 4) File

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA: RANCHI**

Ref. No. GO/Estb/17-18/ 3379

Date: 24.08.2017

**OFFICE ORDER**

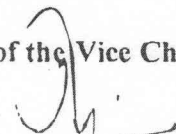
In supersession of circular no. GO/Estb/12-13/5699 dated 05<sup>th</sup> November 2012 and all related office order in this regard, following procedure for processing applications for various types of leave shall be applicable with immediate effect:

**Procedure for Processing Applications for Various Types of Leave**

Sl. No.	Type of Leave	Sanctioning Authority	Through	Request for leave must be received at least
1.	Sabbatical Leave / Study Leave/ EOL (Long Leave)	<b>BOG</b>	Respective Head of Dept. & Dean (Faculty Affairs)	4 months in advance
2.	For any type of leave for going abroad/ for attending Conference/ Seminar/ Workshop/ Symposium	<b>Vice Chancellor</b>	Respective Head of Dept. & Dean (Faculty Affairs)	2 months in advance
3.	Maternity Leave / Duty Leave / Special Casual Leave / Leave Not Due (LND)	<b>Dean (Faculty Affairs)</b> (For Teaching Staff) <b>Registrar</b> (For Non Teaching Staff)	Respective Head of Dept. / Section In-charge	15 days in advance
4.	Earned Leave (EL) /Half Pay Leave (HPL) /Commuted Leave/Hospital Leave/ Quarantine Leave/Maternity Leave / EOL (Short Leave)	<b>Dean (Faculty Affairs)</b> (For Teaching Staff) <b>Registrar</b> (For Non Teaching Staff)	Respective Head of Dept. / Section In-charge	15 days in advance (except on Medical Grounds)
5.	Casual Leave (CL) / Special Leave / Compensatory Leave	<b>Dean (Faculty Affairs)</b> (For Teaching Staff) <b>Registrar</b> (For Non Teaching Staff)	Respective Head of Dept. / Section In-charge	

\* For Deans, COE, Registrar and Heads of Academic Departments, Vice Chancellor will be the Sanctioning Authority.

By order of the Vice Chancellor

  
24.8.17  
**Registrar**

Copy to:

- (1) All Deans / HODs / COE / Section -In -charges
- (2) Addl. Registrar (F&MM)
- (3) Dy. Comptroller / Dy. Finance Officer
- (4) Administrative Officers / Assistant Registrars
- (5) P.S. to Vice Chancellor
- (6) File

**BIRLA INSTITUTE OF TECHNOLOGY**  
**MESRA : RANCHI**

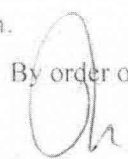
Ref. No. GO/Estb/Chld. Adpn/Mat.Leave/19-20/ 659

Date: 16<sup>th</sup> April, 2019

**OFFICE ORDER**

As per the decision of 58<sup>th</sup> Board of Governors meeting held on 26<sup>th</sup> February, 2019, the female faculty / staff shall be entitled for child adoption leave for a period of 180 days on adoption of a child upto the age of one year, on the lines of maternity leave admissible to natural mothers, having less than two (2) surviving children.

By order of the Vice Chancellor

  
Registrar

Copy to:

1. All Dean(s)
2. All HoD(s)/In-charge(s) of the Academic Department
3. Director(s)/In-charge(s) of BIT off Campuses
4. Dy. Comptroller / Dy. Finance Officer
5. Additional Registrar (Fin. & MM)
6. Dy. Registrar(s)/Administrative Officer (E&HR)
7. Assistant Registrar(s)
8. P. S. to Vice Chancellor
9. File