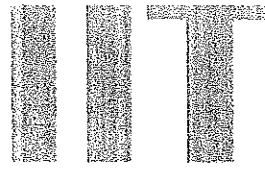




भारतीय
प्रौद्योगिकी
संस्थान
कारणं विद्मः विजयति



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

कार्यालय, संकाय कार्य

Office of Faculty Affairs

Ref. No. IIT(BHU)/FA/Leave/ 14912

Date: 14.02.2020

NOTICE

The online leave module for regular faculty members has been completed on ERP Portal and is ready for implementation. Therefore, all the regular faculty members of the institute are requested to submit their leave application(s) online w.e.f. Monday, 17.02.2020 through following steps:

Step-I : Login onto website: erp.iitbhu.ac.in/EmployeeLogin.aspx.

Step-II : Enter your login credentials (Login ID-Employee ID & Password-PAN).

Step-III : Click Enter Leave Application icon.

Step-IV: Fill-up the leave application form and submit by clicking on SAVE.

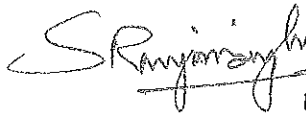
While filling the leave application form, scanned copy of supporting documents if any, such as Medical/Fitness Certificate in case of Commuted Leave (On medical Ground), invitation letter/e-mail in case of Special Casual Leave/Special Leave, etc. is also to be attached.

Casual leave and Restricted Holidays of all the faculty members except Deans/HoDs/CoSs/Associate Deans will be sanctioned at the Department level as earlier.

The Deans/HoDs/Coordinators/Professor in-Charges/Chairman, CoW/Joint Chief Proctor/Coordinator, GTAC/Chairman, IWD/SE, IWD are required to apply for station leave permission before leaving station/travel, through ERP in light of Notice No. IIT(BHU)/28/2019-20/20/8924 dated 26.11.2019.

Further, the faculty members are requested to take the print out of their online application and send the same along with supporting document through their respective HoD/CoS to the Office of the Faculty Affairs for the time being as a confidence building process.

Bugs or suggestions may be sent to the official e-mail id of the Office of the Faculty Affairs i.e. office.facultyaffairs@itbhu.ac.in.


14/2/20

Assistant Registrar (Faculty Affairs)

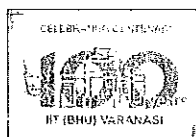
Ref. No. IIT(BHU)/FA/Leave/ 14912

Date: 14.02.2020

Copy forwarded to the following for information & necessary action:

1. All the Deans.
2. All the Associate Deans.
3. All the Heads of the Department/Coordinators of Schools.
4. The Coordinators/Incharge of Units/Centres/Offices.

P.T.O. →



भारतीय प्रौद्योगिकी संस्थान (का.हि.वि.) वाराणसी - 221005 भारत
Indian Institute of Technology (BHU) Varanasi - 221005 India
FAX : 91-542-2368428; e-mail : office.facultyaffairs@itbhu.ac.in
Web : www.iitbhu.ac.in

