

MEGHNAD SAHA INSTITUTE OF TECHNOLOGY
Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

Ref. No. MSIT/DO/NOTICE-2018/127

Date: 31.10.2018

NOTICE

ATTENTION: All faculty and staff members

SUB: Application for leave through online system

With effect from **1st November 2018**, faculty and staff members will apply for leave through **online systems**. They can additionally submit leave applications in hard copies till **15th November 2018** as a backup. However, leaves will be granted or rejected through online systems only.

HODs are advised to recommend leave applications online on daily basis. For any technical issue, departmental representative identified earlier by HODs will be in touch with **Mr. Goutam Das** and **Ms. Upama Samanta** as per case.



Dr. S. Ray Chaudhuri
Director-MSIT