



J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Main Campus: 11 Lower Rawdon Street, Kolkata-700020

Management Campus: 1 Moira Street, Kolkata-700017

Form No.: JDBI/STAFF/9

APPLICATION (LEAVE DURING COLLEGE HOURS)

Name					
Designation					
Department					
Date		Time of Leaving		Expected Time of Joining	
Purpose					

Signature of Staff (with Date)