

# **BPIT Bhagwan Parshuram Institute of Technology**

*A Unit of Bhartiya Brahmin Charitable Trust (Regd.)*

**(Approved by AICTE, Ministry of HRD, Govt. of India)**

*Annexure VI*

**(Affiliated to Guru Gobind Singh Indraprastha University, Delhi for B. Tech. & Management Courses)**

PSP Area No.-4, Sector-17 (Opp. Sector-11), Rohini, Delhi 110089

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Ref : BPIT/00/5844/2021

Date : 11-03-2021

## **To Whomsoever It May Concern**

The Chairman, BPIT is pleased to grant leave of the kind due to Ms. Anusha Chhabra to persue Ph.D. Program at Delhi Technological University (DTU), Delhi from the date, she joins the Ph. D. Programme. She has agreed to fill a Service Bond to serve BPIT after the end of her Ph. D. programme as per the norms of BPIT. She will keep BPIT informed regularly about her performance/progress.

  
Vinod Vats  
General Secretary

To,

The Principal

BPIT, Sec-17

Rohini, Delhi - 85.

Sub: Request for a certificate mentioning study leaves period.

Respected Ma'm,

With due respect, As per the reference of my application given on 11-01-2021, I requested the organisation to grant me study leaves for two years. Now, I request you to please provide me a certificate for the same mentioning the appraisal and study leaves period, to be submitted at DTU, Delhi.

Kindly do the needful.

Thanking you.

yours truly

Anusha

Anusha Anabera

(Asst. Prof. - IT)

Fwd. to principal  
madam

Asst  
9/3/2021

Prof. Gaur  
Kindly provide  
the certificate

Prof. Gaur  
9/3/21

copy: v. no. of your

Prof. Deb and Prof. Anusudha

Mr. Sajag

Ms. Mamta → Personal

Ms. Sneha File

Chairman (BPIT)

Recommended for  
kind approval.

12/12/19

Ms. Khushi

Pl. provide her leave note

Dr. P.

Dated: 11/12/2019

To

The Principal

Bhagwan Parshuram Institute of Technology

New Delhi

Subject: Request for Study Leave (post-doctoral fellowship programme)

Forwarded & Recommended  
11/12/19

Respected Madam,

As you know, that I am working on the post of Assistant professor in EEE department of BPIT.

I am pleased to inform you that with your blessings I have been granted a post-doctoral fellowship at University of Pennsylvania (USA).

I was to join the university by 2nd Dec 2019. However looking into the requirement of the institute, I asked for an extension to join by 15th Jan 2020, which the university has agreed.

In view of above, I would like to request you to grant me Study leave for one year (without pay) w.e.f 1st Jan 2020. This will enable me to

upgrade my qualifications and skills which ultimately will help in enhancing the research culture in the dept.

To share with you madam, I have completed all the assignments given by HOD (EEE) till date.

I consider myself really fortunate to be associated with BPIT and would like to contribute further with my gained knowledge and skills. Looking forward to a positive response.

Thanking you

Your Sincerely



Principal Bpit <principal@bpitindia.com>

## Leave extension application

1 message


Thu, Nov 16, 2023 at 1:27 PM

Neha Khanduja <nehakhanduja@bpitindia.com>  
To: principal@bpitindia.com

Respected Mam

Please find the attached application for your kind perusal.

Regards  
Neha Khanduja

 leave extension application 2023.pdf  
77K

Chairman (BPIT)

Forwarded for kind  
approval

Wak  
17-11-23

17/11/23

Copy: Prof. Gaur for 20/11/23  
Dr. Poojash 21/11/23

Date: 14/11/2023

To

The Principal

BPIT, Rohini

Delhi

Subject: Extension of Leave Without Pay Request

Dear Mam,

As an Assistant Professor in the Department of Electrical & Electronics, I, Neha Khanduja, am formally submitting this letter to request an extension of my leave without pay for an additional year, commencing from October 2023. This request arises due to the extension of my husband's project for another year. I kindly seek your permission to prolong my absence for this period.

I earnestly hope for your understanding of my situation and kindly ask for your favorable consideration regarding my request for an extended leave without pay.

Warm Regards,

Neha khanduja

Asst. Prof. EEE Deptt.