



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
Sector 9, Dwarka, New Delhi – 110077

F.No.12(99)/DSEU/HR/2022/858

Date: 15.07.24

Circular

It has been observed that the leave applications are not being submitted by the Officers/Officials working at HQ and at campuses.

In view of the above, the following guidelines are brought to the notice for strict compliance.

1. Leave Register shall be maintained at each Campus and leave shall be entered on the same day it is sanctioned with entry of balance of leave.
2. For officers/Officials working at DSEU(HQ), leave register shall be maintained by HR Branch.
3. Register shall be verified once in a month by the Campus Director and Registrar respectively.

This issues with the approval of the Competent Authority

Bindu Nair

Deputy Registrar

F.No.12(99)/DSEU/HR/2022/858

Date: 15.07.24

Copy to:

1. Office of Vice Chancellor, DSEU
2. Office of Registrar, DSEU
3. All Campus Director
4. All section head/ AR and DR
5. DCA/ Account and Finance section
6. Copy to be upload on DSEU Website
7. Guard File

Bindu Nair

Deputy Registrar