

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

F.No. 2(166)/Admin/DSEU/2022/678

Date: 23/08/23

**OFFICE MEMORANDUM**

**Sub: Guidelines to apply for Regular Leave**


1. It is hereby conveyed that all officers/staff of the Delhi Skill & Entrepreneurship University should apply the leave of any kind through proper channel in the prescribed form as available on the website of the University.
2. The leave sanctioning authority of leaves in r/o Officers/Staff of University and its Campuses shall be as follows:

S.No.	Designation of Officer/Staff	Sanctioning Authority
01.	Campus Directors, DSEU	Hon'ble VC, DSEU
02.	Professors & OSDs of DSEU *, HQ and Campuses	Hon'ble VC, DSEU
03.	All Group A Officers of DSEU, HQ *	Hon'ble VC, DSEU
04.	All Group 'B' / Ministerial/ Outsourced/ Contractual/ Diverted Staff of DSEU, HQ	Registrar, DSEU
05.	All Academic Officers ( <b>Except Professors</b> ) /Staff of DSEU Campuses/ Assistant Professor/ Associate Professor	Campus Directors
06.	All Ministerial/Outsourced/Contractual/Diverted Staff of DSEU Campuses	Campus Directors

\* The leave application shall be submitted to DR (HR) for seeking admissibility of leave applied and onward submission to Hon'ble, VC, DSEU

3. **Regular Leave of any kind in r/o Group 'A' Officers of DSEU Campuses exceeding 15 days shall mandatorily be forwarded to the Hon'ble Vice-Chancellor, DSEU for approval through the Deputy Registrar (HR) with the recommendations of Campus Director.**
4. No officer/staff of the University and its Campuses should proceed on leave without prior sanction of the competent authority except in the case of a Casual Leave.
5. All campus directors shall forward their application for leave well in advance in the prescribed format available on University website to the Hon'ble Vice Chancellor. If the leave is pre-planned and station leave is required the same should reach Hon'ble Vice Chancellor, DSEU, at least three (03) weeks in advance.


This issues with the approval of the competent authority.

  
(Prof. Gagan Dhawan)  
Registrar

Date: 23/08/23

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Copy to:

1. DCA, DSEU
2. All Campus Directors
3. All Dy. Registrars, DSEU
4. All Section/Branch I/c, DSEU
5. OSD (IT) to upload on University Website
6. PS to VC, DSEU
7. PA to Registrar, DSEU
8. Guard File

  
(Bindu Nair)  
Dy. Registrar