



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(FORMERLY DELHI COLLEGE OF ENGINEERING)

BAWANA ROAD, DELHI-110042

F.No. DTU/Estt/Attendance Repor/2022-23/892/ 1594

Dated: - .09.2024

01/10/24

OFFICE ORDER

It has been observed that some of the employees (Teaching/Non-Teaching) are not applying their Earned Leaves well in time and also not submitting their joining report after availing the leaves. The Competent Authority has taken a serious view, in this matter.

Therefore, all the employees (Teaching & Non-Teaching) are hereby advised to apply their Earned Leaves well in time i.e. at least 10 days before the proceeding on leave (except in case of emergency). In case of emergency, the HoD/branch in charges must give their remarks on emergency situation.

All HoDs/Branch-in-charges are also requested to recommend and forwarded the leaves well in time, so that prior approval on sanction of leaves may be accorded by the Competent Authority.


(Prof. Madhusudan Singh)
Registrar


F.No. DTU/Estt/Attendance Repor/2022-23/892/ 1594

Dated: - .09.2024

01/10/24

Copy to:

1. PA to VC for kind information of the Hon'ble Vice Chancellor:
2. PA to Registrar for kind information of the Registrar.
3. All HoDs
4. All Deans
5. All Branch Incharge } for vide circulation among their respective departments/
branches
6. Head, Computer Centre with the request to upload the same on the University website.
7. Guard File.


(Dr. R. Kaushik)
Dy. Registrar (Estt.)